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# AFTER ACTION REPORT

## KEYSTONE ROBIN

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DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D BRIGADE, 9TH INFANTRY DIVISION  
APO SAN FRANCISCO 96371

AVBB-CO

8 October 1970

SUBJECT: KEYSTONE ROBIN After Action Report

SEE DISTRIBUTION

1. (U) The attached after action report is the official account of Operation KEYSTONE ROBIN: the redeployment of the 3d Brigade, 9th Infantry Division from the Republic of Vietnam during the last quarter of 1970.
2. (U) The redeployment of the 3d Brigade concludes the role of the 9th Infantry Division--THE OLD RELIABLES-- in the Vietnam conflict. After the departure of the two other brigades of the 9th Infantry Division in the summer of 1969, the 3d Brigade remained as the only American Infantry unit south of Saigon and operated primarily in Long An and Hau Nghia Provinces. The four infantry battalions of the brigade--2d and 5th Battalions, 60th Infantry; 6th Battalion, 31st Infantry; and 2d Battalion, 47th Infantry (mechanized)--and 2d Battalion, 4th Field Artillery also took part in the Cambodian operation of May-June, 1970. The 3d Brigade has conducted intensive attrition operations characterized by frequent air assaults, ground reconnaissance, small unit patrols, ambushes and numerous US/GVN combined operations. The result of these operations has been the elimination of Main Force units and the upgrading of GVN forces in our TAOI. The last six months in the Province has witnessed a growing assumption of responsibility by Government of Vietnam forces. With the departure of the 3d Brigade, Long An Province and 25th Infantry Division (ARVN) forces now assume total responsibility for the military role and pacification in the Province.
3. (U) KEYSTONE ROBIN was carried out in an atmosphere of optimism and mutual cooperation. In every case, early planning combined with both administrative and operational flexibility enabled the brigade to conduct a smooth phased withdrawal for redeployment/inactivation. The enclosed after action report documents our operations and will provide much useful information for other units planning future redeployment operations.

1 Incl  
After Action Report

*Hugh C. Holt*  
HUGH C. HOLT  
LTC  
Acting Commander

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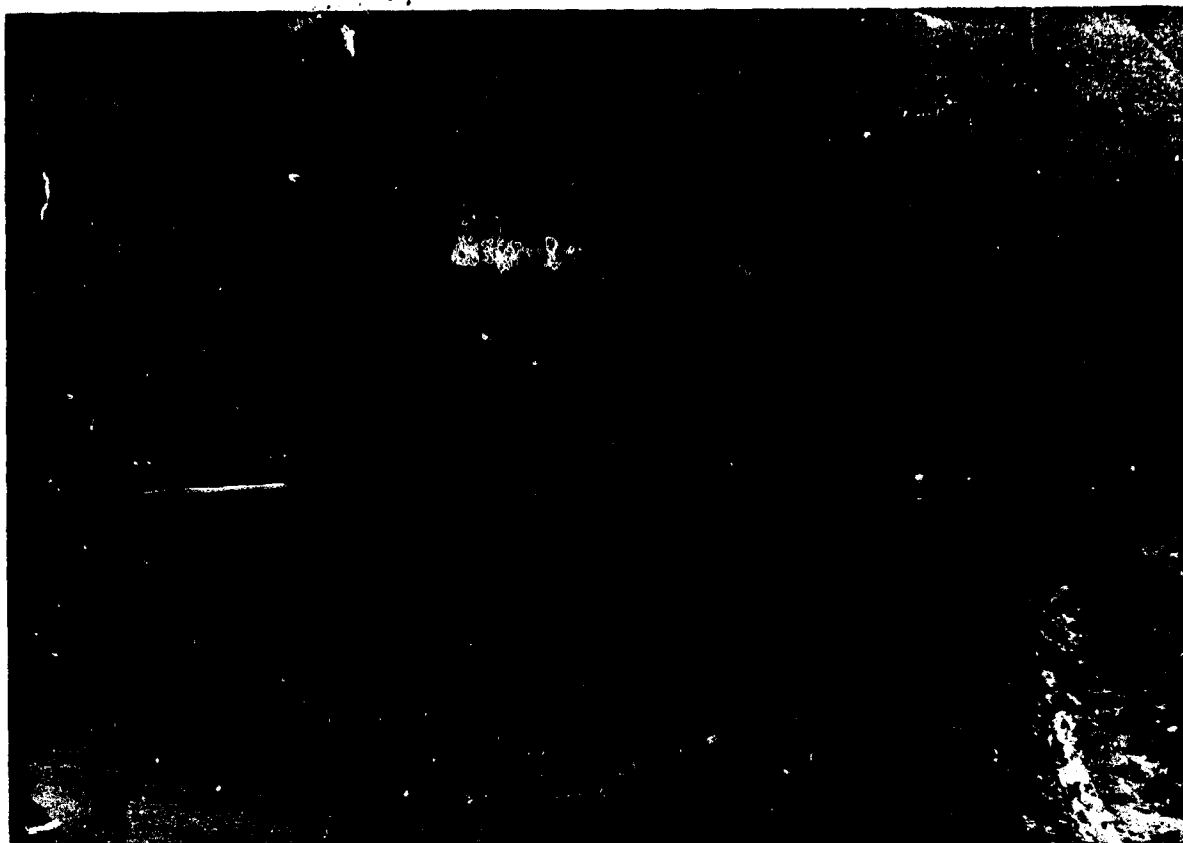
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Basecamp Turnover



CONVOY



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## CEREMONIES



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3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. Purpose: The purpose of this report is to provide information on the redeployment of the 3d Brigade, 9th Infantry Division in order to assist units redeploying in the near future.

2. Mission: On 30 June 1970, the Brigade was notified that it would redeploy to CONUS by 15 October 1970. A small Honor Guard would escort the colors of the Brigade and its battalions to Fort Lewis, Washington, for inactivation ceremonies. The Brigade's smaller subordinate elements would be inactivated in-country. The Brigade was instructed to continue normal tactical operations until standdown.

3. Task Organization:

UNIT	PERSONNEL SPACES
6-31st Inf	920
2-47th Inf (M)	908
2-60th Inf	920
5-60th Inf	920
45th Inf Plt (SD)	28
65th Inf Det (CT)	10
Co E, 75th Inf (Rangers)	61
39th Cav Plt (ACV)	35
2-4th FA	641
571st Engr Co	165
56th Sig Co	102
99th CSS Bn	544
19th MH Det	2
19th PI Det	5
39th Chemical Det	5
276th FA Det	9
483rd MP Plt	40
493rd MI Det	38
HHC, 3d Bde, 9th Inf Div	219
TOTAL	<u>5,572</u>

4. Redeployment Concepts:

a. Commencing on 1 September 1970, the initial units to be redeployed/inactivated began a phased withdrawal from combat and proceeded to designated standdown locations in accordance with a published schedule.

b. At the standdown location at Di An (for all units except 2-47th Inf (M)) units prepared all TOE and station equipment for turn-in and out-processed personnel. 2-47th Inf (M) standdown was accomplished at Bearcat. All equipment was turned in to the processing location at Long Binh.

c. Reduction of personnel was accomplished by means of normal attrition and by reassignment to other units in-country.

d. Colors of the 3d Brigade, 9th Infantry Division, 2-47 Inf (M), 5-60 Inf, 2-60 Inf, 6-31 Inf, 99th CSS Bn, and 2-4 FA redeployed to Fort Lewis, Washington, with a 100 man Honor Guard. Departure was from Bien Hoa Air Base on 12 October 1970.

5. Chronology of Events:

- 30 June 1970 - Received II FFORCEV message directing that the Brigade would redeploy under the code name "Keystone Robin".
- 2 July 1970 - II FFORCEV G-4 visited the Brigade for initial redeployment coordination; Di An was selected as the tentative standdown location.
- 4 July 1970 - The tentative standdown schedule and concept of redeployment for the Brigade was submitted to II FFORCEV.
- 6 July 1970 - Brigade was notified by USARV that Di An would be the standdown location for all units except 2-47th Inf (M), which would stand-down at Bearcat; equipment would be turned in at the processing location at Long Binh.
- 11 July 1970 - CG, II FFORCEV approved the standdown schedule, which was then sent to USARV for approval.
- 12 July 1970 - Planning Conference # 1 was held with all Brigade staff members and battalion and separate unit commanders. (Subsequent meetings were held each week through 29 August).
- 20 July 1970 - Processing location at Long Binh became operational.
- 21 July 1970 - Headquarters, USARV approved the Brigade standdown schedule. (See OPORD 183-70).
- 1 August 70 - "Go Devil" Academy ceased training replacement personnel.
- 4 August 70 - 3d Brigade, 9th Infantry Division OPORD 183-70, the Brigade Redeployment Order, was published.
  - Thu Thua South FSB was turned over to GVN forces.
- 5 August 70 - "Go Devil" Academy and Co A, 99th CSSB arrived Di An to begin preparation of the standdown location.
- 8 August 70 - AG (minus APO) arrived at Di An.
- 10 August 70 - Medical team from Co C (Med), 99th CSSB, and Brigade Finance Section arrived Di An.
- 20 August 70 - Maintenance assistance team and MI debriefing team arrived Di An.
- 24 August 70 - HHB (-)/2-4 FA arrived Di An.



25 August 70 - S-3 advance party arrived Di An to establish new CP.

28 August 70 - Di An completed preparations for receipt and processing of brigade personnel.

1 Sep 1970 - 5-60 Inf, A/2-4 FA, 39th Cav (ACV), 39th Chem, 45th Inf (SD), 65th Inf (CT) arrived Di An.

2 Sep 1970 - Bien Phuoc Base Camp turned over to GVN forces.

7 Sep 1970 - Brigade Forward CP at Di An was ready to assume control of tactical operation.

8 Sep 1970 - HHC (-), 6-31 Inf, and C/2-4 FA arrived Di An.  
- FSB Chamberlain turned over to GVN forces.

10 Sep 1970 - Camp Keaton turned over to GVN forces.

15 Sep 1970 - FSB Julie turned over to 25th Inf Div (US).  
- 2-47 Inf (M) commenced standdown at Bearcat.  
- Tan An Main turned over to GVN forces.  
- B/2-4 FA, E/75th Inf (Rgr); Tan An Main Security Det arrived Di An.

20 Sep 1970 - Remainder of 99th OSSB arrived Di An.  
- Tan An Airfield turned over to GVN forces.

22 Sep 1970 - 2-60 Inf arrived at Di An and commenced standdown.

28 Sep 1970 - Honor Guard Farewell Ceremony conducted at Di An.

6 Oct 1970 - Eight man advance party departed.

10 Oct 1970 - All 3d Brigade units completed standdown and turn-in of equipment.

12 Oct 1970 - 3d Brigade Honor Guard departed Bien Hoa Air Base for CONUS.

#### 6. Discussion:

##### a. Tactical Operations:

(1) During the period 1 July through 15 September, the Brigade continued to conduct offensive operations in Long An, Hau Nghia, and Bien Hoa Provinces. Combined operations were intensified and US combat missions were gradually turned over to GVN forces in preparation for US withdrawal from the TAOI.

(2) On 2 August, 5-60 Infantry reverted to OPCON of 3d Brigade, 25th Infantry Division to conduct operations in Binh Duong Province, returning to OPCON of 3d Brigade, 9th Infantry Division on 22 August. On returning to Long An, 5-60 Inf conducted combat operations from its Binh Phuoc Base Camp until stand-down.

(3) On 1 September, the 5-60 Infantry displaced to Di An for standdown followed on 8 September by 6-31 Infantry. The 2-47 Infantry (M) continued offensive operations in Nhon Trach District, Bien Hoa Province, until 15 September, when the battalion moved to Bearcat to commence standdown; it was relieved by 1-5 Inf (M), 2d Bde, 25th Infantry Division.

b. Redeployment:

(1) Planning: The Brigade Staff began initial redeployment planning as early as March 70 with planning intensifying somewhat during May and June; by 15 June 1970, a concept for the redeployment of the Brigade had been developed. When Increment IV (Keystone Robin) was directed on 30 June 1970, staff planners began a series of conferences with USARV and II FFORCEV to finalize the redeployment/inactivation coordination. Utilizing a series of weekly planning conferences, the brigade staff completed the necessary planning and on 26 August 1970, published OPORD 153-70, which provided detailed guidance and schedules for redeploying units and those units and staff agencies supporting the Brigade. To facilitate redeployment/inactivation planning a list of Critical Event Dates was established (Annex C to OPORD 183-70); as standdown activities progressed, certain dates were changed as indicated below:

<u>SCHEDULED DATE</u>	<u>CHANGED TO</u>	<u>EVENT</u>
28 Aug 70	23 Aug 70	Ben Luc Maintenance Facility turned over to GVN.
1 Sep 70	30 Aug 70	2 searchlights, I/29 Arty, returned to parent unit.
2 Sep 70	30 Jul 70	2 quad 50's, D/71 Arty, and 2 searchlights, I/29 Arty, returned to parent unit.
2 Sep 70	4 Aug 70	Thu Thua South artillery FSB turned over to GVN.
4 Sep 70	2 Sep 70	Binh Phuoc Base Camp turned over to Long An Sector.
11 Sep 70	8 Sep 70	FSB Chamberlain turned over to Hau Nghia Sector.
12 Sep 70	10 Sep 70	Camp Keaton turned over to 50th ARVN Regt.
10 Sep 70	14 Sep 70	493d MI Det moved to Di An.
17 Sep 70	15 Sep 70	Tan An Main Base Camp turned over to Long An Sector.
27 Sep 70	16 Sep 70	E/75th Inf (Rgr) began standdown.
19 Sep 70	15 Sep 70	FSB Julie turned over to 1-5 Inf (M).

21 Sep 70	20 Sep 70	Tan An Airfield turned over to Long An Sector.
23 Sep 70	15 Sep 70	TACP released to parent unit.

(2) Standdown: Because of the distance from Long Binh and the lack of "hardstand" and billeting areas at the Brigade Base Camp at Tan An, it was necessary to find a more suitable standdown location. After coordination with USARV and II FFORCEV representatives the decision was made for all units, with the exception of 2-47 Inf (M), to standdown at Di An; Bearcat was selected as the standdown location for the 2-47 Inf (M). The formal standdown covered a period of 42 days beginning 1 September and ending 12 October. Each unit was placed under OPCON of USARV on the date it initiated standdown, with OPCON of the Brigade reverting to USARV on 22 September coinciding with standdown of the last maneuver battalion. Each direct support artillery battery from 2-4 Field Artillery stood down with its supported infantry battalion. Combat service support units commenced standdown near the end of the brigade standdown period so that continued administrative, logistical, and maintenance support could be provided as long as possible to supported units. All units completed standdown by 10 October.

(3) Personnel Reassignment: There was no DEROS drop for personnel. All personnel who did not reach normal DEROS by 25 October were released for reassignment in-country.

(4) Equipment Turn-in: Equipment from Brigade units was turned in to the Saigon Support Command Keystone Robin Processing Location or, with USARV approval, laterally transferred to other units. The equipment processing location was set up and operated at Long Binh by the 79th Maintenance Battalion. The processing location became operational on 20 July 1970 and began accepting all types of equipment on a limited basis. The equipment turn-in policies and procedures were those established by USARV, Saigon Support Command, and the 79th Maintenance Battalion. By following these policies and procedures, and working in close harmony with the 79th Maintenance Battalion, most equipment was turned in ahead of the preplanned schedule.

(5) Base Camp Turnover: With the announced redeployment/inactivation of the Brigade, plans were initiated for turnover of all brigade/battalion base camps and fire support bases. Through detailed planning and supervision, all base camps and fire support bases were properly cleared, sanitized and turned over to GVN or US units on schedule and without incident.

(6) Joint Coordination: During redeployment and base camp/fire support base turnover, close coordination was established and maintained with Headquarters III MR, Headquarters 25th Div (ARVN), Long An Province, and Hau Nghia Province. Continuous coordination insured that problems were identified early and solved through mutual agreement thereby allowing for the orderly transfer of Brigade facilities from US to GVN forces.

(7) Honor Guard: Because the Honor Guard was scheduled to represent the Brigade at a series of ceremonies conducted in the Republic of Vietnam and the United States, the Brigade selected excellent and representative soldiers to fill its ranks. Personnel with previous tours with the 9th Infantry Division were

given special consideration. On 15 September, the 100 man Honor Guard was formed and began preparation for the ceremonies. After the Honor Guard Farewell Ceremony on 28 September, the Honor Guard continued preparations for the CONUS Inactivation Ceremony, departing RVN from Bien Hoa Air Base on 12 October. With the furling of the colors at Fort Lewis, Washington on 13 October 1970, another chapter in the proud history of the 9th Infantry Division (Old Reliables) will be brought to a close.

(8) Lessons Learned:

a. The greatest asset to this brigade's planning was that the staff got an early start--forming an initial working group in March. Past After Action Reports were researched and views solicited from personnel who had participated in past redeployments. To intensify the planning effort and to insure a coordinated planning effort a series of weekly planning conferences were established immediately upon notification of the brigade redeployment. On Saturday of each week the brigade staff met and presented actions in staff areas that had been accomplished, were being planned or were potential problem areas. Subsequently, staff notes were reproduced and disseminated to the battalion commanders. Several times during the redeployment planning phase the battalion commanders were briefed by the brigade staff on the status of redeployment actions, plans, and potential problems. Through these staff meetings staff members, and unit commanders, were kept abreast of the total redeployment effort. Most importantly, the collective brainpower of the organization was used throughout to identify problem areas so solutions could be obtained.

b. Equipment standards and the ability to meet the turn-in criteria were always matters of concern. It was found that the most important ingredient to resolution of this potential problem area was to get the processing location opened well before formal standdown. In the case of this brigade it was opened on 20 July. This permitted the turn-in of much excess equipment prior to the formal standdown period. More importantly, it served as a means to educate all units on the mechanics of turn-in for all types of brigade property.

c. Base turnover went particularly well, in spite of the fact that the Brigade turned over a variety of type bases--fire bases, minor bases, major bases--to a full spectrum of agencies: Vietnamese Districts, Provinces, and to ARVN and US forces. It was found that the most important ingredient to efficient base turnover was to get all participants on the ground early, in face-to-face meetings to resolve the mechanics of turnover.

d. Awards can best be handled by the roster system. The Brigade made an effort to have every man's awards presented at a ceremony prior to departure. The normal method of narrative submissions would have inhibited the process and probably resulted in a lot of soldiers going unrecognized. A roster system is a must.

e. Public announcement should be made early--not later than the stand-down date of the first unit. This would permit all men to be properly oriented and would reduce idle and possibly harmful speculation. It is impossible to

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prevent soldiers from recognizing the obvious signs to redeployment; once they are aware they are involved in the process, public announcement should be made.

f. The departure of a US unit is bound to have an impact on other agencies and organizations—both US and Vietnamese. A definite effort must be made by the departing unit to minimize this impact by identifying specific functions and responsibilities that must be assumed by other agencies, assisting in a smooth transition.

(9) Recommendations:

a. That units anticipating redeployment:

1. Start planning early.
2. Utilize in planning all experience in-country, both published and personal experience.
3. Identify early the key milestones and critical decisions required, and strive for solutions.

b. That in future unit redeployments:

1. Equipment turn-in standards be specified early and processing locations for turn-in be opened well in advance of formal standdown periods.
2. Roster awards systems be established.
3. Public announcement be made not later than the standdown date of the first unit.
4. A DEROS drop of at least 60 days be established.

ANNEXES:

- A - Personnel and Administration
- B - Intelligence
- C - Operations
- D - Logistics
- E - Engineer
- F - Signal

G - Real Estate

H - Civil Affairs/PSYOPS

I - 3d Bde 9th Inf Div OPORD 183-70

J - Relocation

Annex A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. (U) PURPOSE: To provide an outline of actions accomplished and problems encountered as a part of personnel redeployment processing, records disposition, and general administrative redeployment processing.
2. (U) GENERAL: Personnel Redeployment Objectives:
  - a. To maintain unit strength at a prescribed level during redeployment.
  - b. To restrict personnel turbulence to the lowest level possible.
  - c. To inform all personnel, at the earliest possible time, of the redeployment criteria established by USARV.
  - d. To keep all personnel informed of the progress of redeployment processing.
  - e. To maintain the highest possible state of morale and esprit de corps during all phases of redeployment.
3. (U) REDEPLOYMENT CRITERIA:
  - a. Replacement Policy: Replacement flow was stopped on 4 July 1970.
  - b. Units Inactivating in RVN: Personnel were not eligible for any type of drop program and were therefor transferred in country with the exception of Honor Guard personnel who were returned to CONUS based on 60 day curtailment criteria and 30 days retainability after arrival in CONUS. All other personnel became USARV personnel assets.
  - c. Units Reduced to Minimum Strength In RVN: 3d Brigade 9th Infantry Division color bearing units were reduced to minimum strength in RVN and unit records and colors returned to CONUS for inactivation. An inactivation detachment of approximately 2 per cent of the authorized strength of the unit was formed. This detachment closed out unit records and participated in inactivation ceremonies in CONUS. Personnel selected for the inactivation detachment were within 60 days of RVN DEROS as of the departure date, 12 October 1970 and had a minimum of 30 days retainability upon arrival in CONUS. Remaining personnel with normal DEROS were returned to CONUS through normal returnee channels. Personnel assigned to the 3d Brigade, 9th Infantry Division with DEROS after 12 October 1970 became HQ USARV assets and were reassigned in accordance with USARV requirements.
4. (U) REDEPLOYMENT ACTIONS:

The following actions were taken during the redeployment and are considered essential to any successful redeployment.



a. Personnel Data Base: Since the 3d Brigade 9th Infantry had no automatic data processing capability the establishment of a data base was accomplished manually. Cards were prepared manually from each individual's Form 20 and Form 66. The preparation of these cards was begun immediately following the redeployment notice. These cards, maintained by the AG Personnel Management Section, contributed significantly to the successful redeployment of the 3d Brigade. Upon completion of these cards they were checked and verified against individual Form 20's and the Form 66's. These cards were used for the following processes:

- (1) Selection of personnel meeting criteria for the Honor Guard.
- (2) Projection of unit strength by day from initial notification to final redeployment.
- (3) Projection of over-all Brigade strength.
- (4) Preparation of unit rosters.
- (5) Preparation of shipping rosters.
- (6) Preparation of rosters of personnel to be reassigned within Vietnam. These were forwarded to USARV where the assignments were made.
- (7) Identification of personnel serving on extension.
- (8) Identification of critical MOS'S.

The use of these cards eliminated repetitive handling of Form 20's and Form 66's and enabled the Brigade to determine the status of each individual in the Brigade two weeks prior to the standdown of the first unit. (See Appendix 1)

b. Intra-Brigade Reassignments: All reassignments within the Brigade were stopped. The only reassignments which were approved were those critical to the tactical mission.

c. Identification of Key Personnel: Each unit and staff section was required to identify those administrative and supply personnel required until the last day in Vietnam. Personnel required to be identified were morning report clerks, supply clerks, typists and other critical administrative and supply personnel. All First Sergeants and Operations Sergeants were considered critical personnel.

d. Strength Projection: The strength of each unit was projected from the date of standdown to the departure of the Brigade from Vietnam. Strength projections were absolutely necessary in order that the troop density at Di An could be accurately predicted. The expected number of casualties per

day based on past experience was subtracted, plus the average number of individuals expected to depart for other reasons, i.e. emergency or compassionate leaves, compassionate reassignments, hardship discharges, etc.

e. Assignment Rosters: Alphabetical rosters of enlisted men, grades E-1 through E-6, E-7 through E-9, and officers, were prepared for each company sized unit. These rosters were forwarded to the units for verification. The rosters were then returned to Brigade AG, reverified and forwarded to USARV where assignments within Vietnam were dictated and then returned to the Brigade before the first unit entered standdown.

f. Verification of Personnel Data Base with USARV Data Service Center:

Upon notification of redeployment the Data Services Center was requested to furnish the AG 3d Brigade with a run-off of the Personnel Master File at Data Services Center. Upon receipt by the 3d Brigade AG this roster was checked against Morning Reports and personnel records and updated with latest changes and returned to DSC. Subsequently, an AG 53 roster was furnished the Brigade from the updated Personnel Master File. This procedure more than any other permitted a complete accounting of personnel on Morning Reports, personnel files and the data base in Data Service Center.

5. (U) PERSONNEL REDEPLOYMENT PROGRESS REPORTING:

a. Prior to the standdown of the first unit, a series of charts were prepared which would compare redeployment status by unit and the Brigade against the initial objectives. These charts were used to brief the commander and staff on redeployment progress.

b. Morning Report Losses: (See Appendix 2) This chart showed the number of individuals scheduled to depart the Brigade for other units in RVN. The "movement date" column was the date the individuals were to move. Transportation for movement of these individuals was coordinated with the gaining units and through the Transportation Control Movements Center furnished by the Saigon Support Command.

c. Unit Redeployment Status: (See Appendix 3) This chart showed the daily assigned strength status of each unit. The strength column headed "STR 1 September 1970" was the assigned strength of each unit on the first day of standdown of the first unit. The "TODAYS STR" column showed the strength by day during the redeployment. The "RSGN RVN" columns and "RSGN CONUS" columns reflected the cumulative number of personnel reassigned in those categories. The "RSGN %" column reflected the percentage of unit and Brigade strength reassigned to date as compared against the strength on 1 September 1970.

d. Projected Daily Losses: (See Appendix 4) This chart showed the total number of individuals to be redeployed to CONUS or reassigned within RVN.

e. Total Strength vs Date Chart: (See Appendix 5) This chart showed the total number of personnel in the Brigade as well as total number out processed.

**APPENDIXES:**

- 1-Personnel Information Card Worksheet
- 2-Morning Report Losses
- 3-Unit Redeployment Status
- 4-Projected Daily Losses
- 5-Total Strength versus Data Chart
- 6-Adjutant General
- 7-Finance
- 8-Staff Judge Advocate
- 9-Public Information
- 10-Provost Marshall
- 11-Chaplain
- 12-Civilian Personnel
- 13-Post Exchange
- 14-Open Mess
- 15-Medical
- 16-Acting Inspector General
- 17-Nonappropriated Funds

**Appendix 1 (Personnel Information Card Worksheet) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)**

**NAME:** \_\_\_\_\_ AOR Returnee Card

**SSAN:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **DEROS:** \_\_\_\_\_

**ETS:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_ **PMOS:** \_\_\_\_\_

**AREA PREF CODE:** \_\_\_\_\_ **ITT CODE:** \_\_\_\_\_ **HOME OF REC:** \_\_\_\_\_

**DATE REPORTED ON AOR:** \_\_\_\_\_ **ADDED:** \_\_\_\_\_ **DELETED:** \_\_\_\_\_ **CHANGE:** \_\_\_\_\_

**ASSIGNMENT:** \_\_\_\_\_

**OPO C&L NO:** \_\_\_\_\_

**AUTH:** \_\_\_\_\_

Appendix 2 (Morning Report Losses) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE  
 ROBIN After Action Report

Initial  
 Strength

MORNING REPORT LOSSES-DAILY

UNITS	SEPTEMBER												OCTOBER																										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7		
5/60 Inf Bn																																							
6/31 Inf Bn																																							
2/47 Inf Bn																																							
2/60 Inf Bn																																							
A Btry 2/4																																							
D Btry 2/4																																							
C Btry 2/4																																							
B Btry 2/4																																							
H&S Btry 2/4																																							
276 FA Det																																							
39 Cav Plt ACV																																							
45 Inf Plt SD																																							
65 Inf Plt CT																																							
39 Chem Det																																							
Co E 75 Inf																																							
403 MI Det																																							
571 Engr Co																																							
56 Sig Co																																							
99 CSSB																																							
483 MP Det																																							
HHC 3/9 Inf																																							
Total																																							

h1  
 5-2-11

Appendix 3 (Unit Redeployment Status) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report

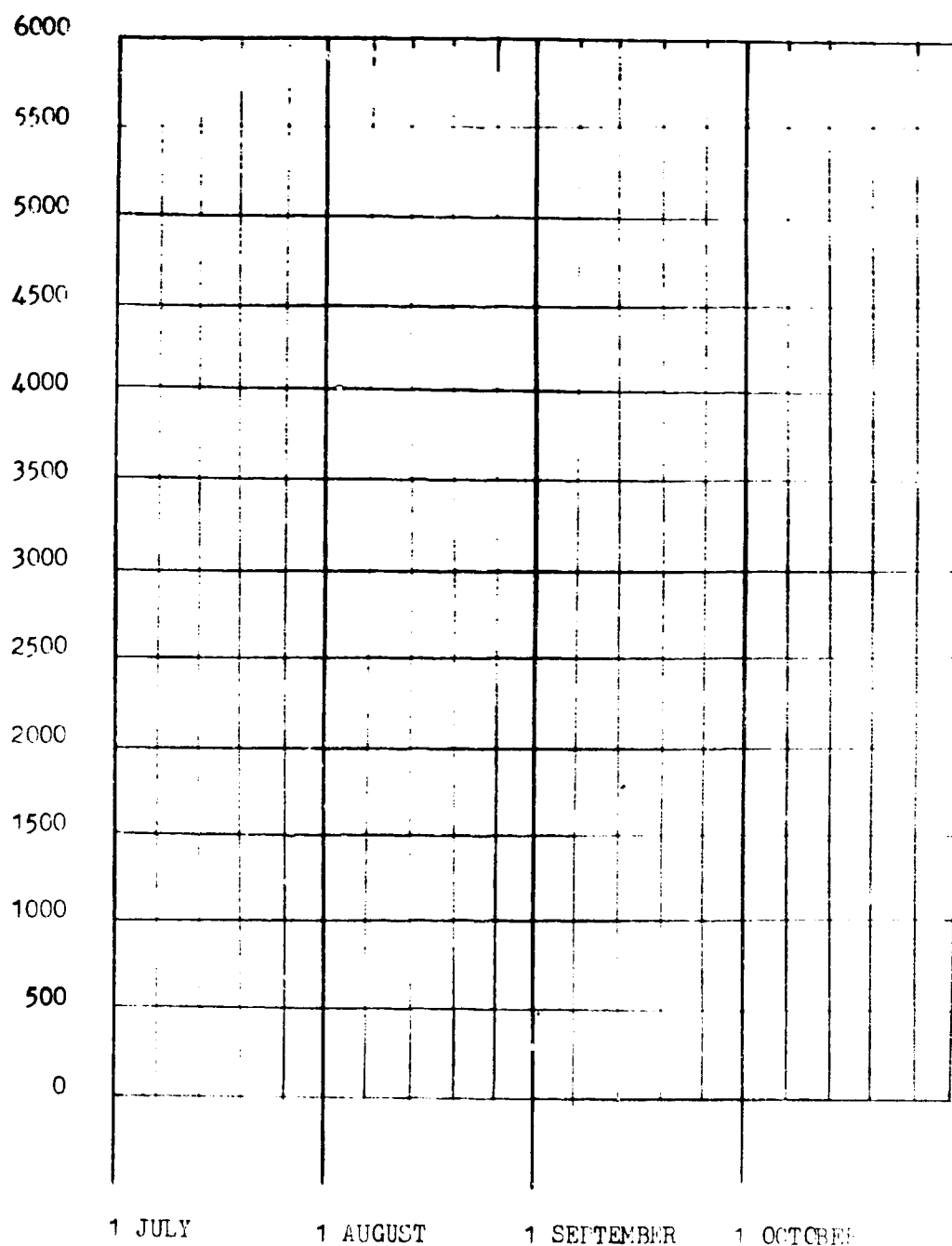
UNIT	UNIT REDEPLOYMENT STATUS		As of: _____	
	1 Sep 70 Strength	Today's Strength	RSG RVN	RSG CONUS
_____				
OFF	_____	_____	_____	_____
WO	_____	_____	_____	_____
EM	_____	_____	_____	_____
_____				
OFF	_____	_____	_____	_____
WO	_____	_____	_____	_____
EM	_____	_____	_____	_____
_____				
OFF	_____	_____	_____	_____
WO	_____	_____	_____	_____
EM	_____	_____	_____	_____
_____				
OFF	_____	_____	_____	_____
WO	_____	_____	_____	_____
EM	_____	_____	_____	_____
_____				
OFF	_____	_____	_____	_____
WO	_____	_____	_____	_____
EM	_____	_____	_____	_____

## Action Report

# PROJECTED DAILY LOSSES

[illegible]

Appendix 5 (Total Strength versus Data Chart) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE  
 ROBIN After Action Report  
 TOTAL PERSONNEL STRENGTH vs DATE



— Total Strength  
 --- Enlisted Strength

A-5-1



Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to  
3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

1. (U) GENERAL: Notification of 3d Brigade's redeployment was received on 1 July 1970. Action was immediately taken to commence planning for an orderly redeployment of this organization. Headquarters USARV was contacted for guidance, several planning conferences were held, and specific criteria for the redeployment or reassignment of personnel were established.

2. (U) CHRONOLOGICAL ACTIONS: The following actions took place during the time frame indicated.

a. 1 July to 10 July: Received notification for redeployment, planned sequence of actions to be taken, and initiated breakdown of workload requirements. Contacted higher headquarters for all available information and guidance.

b. 11 July 15 July 1970: Personnel Management Branch: Coded key items from each individual's personnel records and manually prepared personnel cards to be maintained in a personnel master file. Using this master file, availability rosters were published for all personnel for reassignment purposes. No individual preferences were secured since information relative to redeployment was classified until after initial standdown date of each unit of the Brigade.

c. 22 July 27 July 1970: Conducted a personnel muster of all units assigned to the Brigade.

d. 24 July 1970: Dispatched message to USARV containing out-off dates for parcel post, time value magazine and air mail for first unit standing down.

e. 28-29 July 1970: Reconciled and verified muster rosters with Morning Reports, AOR cards, and Records.

f. 30 July 3 Aug 1970: Identified all Brigade assest, DEROS personnel, reassignments within country and special category personnel. Prepared availability rosters for units.

g. 30 July 1970: R & R allocations for the month of September broken out and distributed to units.

h. 1-5 August 1970: Verified Personnel Master File of HQ USARV Data Service Center with Morning Reports and submitted corrected rosters on 5 August 1970.

i. 1 August 1970: Forwarded initial packets of OER's to units.

j. 1 August 1970: Units to be redeployed identified members of the Honor Guard.

k. 1 August 1970-5 August 1970: Forwarded initial packets of Enlisted Efficiency Reports to units.

- l. 1 August 1970: Forwarded initial instructions on Awards Program to all units.
- m. 4-6 Aug 1970: Units established availability dates for all assigned personnel and returned availability rosters.
- n. 7-9 Aug 1970: Prepared rosters for USARV of all personnel eligible for reassignment within country and special category personnel.
- o. 8-10 Aug 1970: Moved AG Section from Tan An to Di An.
- p. 10-31 Aug 1970: Maximum effort placed on records maintenance and update of all changes, especially emphasizing the first battalion to be out-processed. Established a suspense date for awards and decorations and OER's to be submitted from first standdown battalion. Procured necessary materials needed to out-process first units.
- q. 10 August 1970: Submitted availability rosters to USARV of all personnel eligible for reassignment in-country and special category personnel.
- r. 10 August 1970: Completion of Muster Roster Verification.
- s. 10-18 August 1970: Typed and published all DEROS orders.
- t. 15 August 1970: Received assignment instructions from USARV for in-country reassignments.
- u. 15 August 1970: Received awards rosters back from first units standing down on 1 September 1970.
- v. 16-18 August 1970: Requested and published orders on assignments of personnel within Vietnam.
- w. 1 September 1970: First battalion and separate units entered stand-down. Key personnel briefed and out-processing procedures covered in detail.
- x. 1 September 1970: Processing of personnel for in-country reassignments commenced utilizing a round robin type belt-line system of processing.
- y. 1 September 1970: Accepted unit records from first units standing down.

s. 1 September 1970-17 September 1970: In-country personnel processed and transferred to new in-country units from 5th Bn 60th Infantry, A Btry 2/4th Arty, 39th Cavalry Platoon (ACV), 45th Inf Plt SD, 65th Inf Plt CT, and 39th Chem Det.

aa. 3 September 1970: Awards and Decorations for 2nd phase units processed and returned from II Field Force for presentation. OER's completed for 2nd phase units.

ab. 8 September 1970: 2nd phase units consisting of 6th Battalion, 31st Infantry, D Btry and C Btry, 2/4 Arty entered standdown and commenced processing. Awards and Decorations and OER's completed on 3rd phase units.

ac. 10 September 1970: Awards and Decorations for 3rd phase units processed and returned from II Field Force for presentation, OER's completed for 3rd phase units.

ad. 14 September 1970: 2nd Battalion, 47th Infantry, B Btry 2/4th Arty, 571st Engineers, Co E, 75th Infantry (Rangers), entered standdown area. Personnel of 2/47th were bussed to Di An for out-processing from Bear Cat.

ae. 17 September 1970: Awards and Decorations for 4th phase units processed and returned for presentation. OER's completed for 4th phase units.

af. 21 September 1970: 2d Battalion, 60th Infantry, HSB Btry, 2d Bn 4th Arty, 276th FA Detachment and 56th Signal Company entered standdown area and began processing.

ag. 27 September 1970: 99th CS Support Battalion and 483rd MP Platoon standdown at Di An and began processing.

29 September 1970: MI stands down and began processing.

ah. 1 October 1970: Hospitalized personnel transferred to 25th Infantry Division. Personal property forwarded with orders to Division Casualty Section.

ai. 5 October 1970: HHC 3d Bde entered standdown and began processing.

aj. 6 October 1970: Advance Party departed for CONUS.

ak. 12 October 1970: Honor Guard departed for CONUS.

12 October 1970: Outprocessing of Brigade completed.

3. ADMINISTRATIVE SERVICES: A significant increase occurred in the volume of reproductions and publications in conjunction with the redeployment. The number of impressions for August and September increased approximately 60% over what was considered normal during the month of July. Additional blank forms, publications, and supplies, which were needed to accomplish the redeployment, were obtained through normal supply channels.

a. With the redeployment of the office of the AG to Di An 25 days prior to standdown, a system of communications was worked out so that all units could be served. The existing AG message center at Tan An remained operational and a second one was established at the standdown area in Di An. A Caribou made 2 round trips daily to Dau Tieng, Di An and Tan An and carried distribution so that all units received distribution twice daily. An additional 2½ ton vehicle carried heavy distribution between Tan An and Di An daily. 2nd Bn 47th Infantry picked up distribution from Di An daily.

b. The ASD Orders Section was augmented by 5 additional typists to compensate for the increase in orders publications. The reproduction branch was also enlarged by the addition of 2 men and 2 mimeograph machines. Both reproduction and orders branches worked in 2 shifts; 0730 to 1630 and 1400 to 2400 hours.

c. To insure that records and files were turned in for appropriate disposition, the Administrative Services Division sent 1 NCO to HQS USARV AG Administrative Services Division for instructions on records disposition. Based on these instructions, an LOI was published outlining procedures to be used in the preparation and turn-in of records (TAB A) (classified and unclassified). It also included a turn-in schedule based on each unit's standdown date. Between the date that the LOI was sent out and the units standdown dates, the Records NCO contacted each unit to eliminate any problems or answer questions that arose. This system proved to be most effective as no large problems were encountered and records turn-in proceeded as planned.

4. PERSONNEL ACTIONS: a Utilizing the out-processing rosters which identified individuals processing daily, copies of all personnel actions pending on individuals that could not be completed prior to their departure were inclosed in their Field 201 Files in envelopes addressed to the gaining commands. Messages and/or letters were also dispatched to the next higher command identifying each action and furnishing them the address copy of PCS orders plus a copy of any action pending.

b. Recommendations for awards, which were normally processed via individual recommendations, were identified as an area that would require an insurmountable amount of paper work and man hours unless the method of preparing and processing of recommendations was changed during

redeployment. Since this Brigade did not have awards approval, a system was established, with approval of II Field Forces, to submit eligible and deserving personnel via the roster method. (TAB B) The roster nominated individuals that were restricted to achievement and service awards for ARCOM's, BSM and Air Medals. A board of officers was established at Brigade level to insure equality and strict compliance with instructions. Units were instructed by letter as to proper procedure and award recommendations solicited. (TAB C) Rosters were prepared at unit level, forwarded to battalion over the commander's signature where all rosters were consolidated and submitted over the Battalion Commander's signature as one roster. At Brigade, the rosters were screened in accordance with previously established rules, and were typed in final form so that upon their arrival at the II Field Forces all that was required to publish orders was to photograph the roster as submitted and transpose it onto an actual order, thus reducing their typing requirement. In most cases the approving authority typed the certificates and citations and returned some with the orders in the same sequence the rosters were submitted to them. The rosters were submitted to II Field Force approximately 30 days prior to each battalion's standdown date so as to prorate the work load as much as possible. On the second day of standdown, individuals were presented their awards in an appropriate ceremony. As individuals processed out of the Brigade, awards clerks from Personnel Actions and the battalions were available to answer all questions on awards or to correct any deficiencies.

c. Approximately 350 Officer Efficiency Reports were required to be processed during the standdown period. DA Forms 67-6 were forwarded in a packet. Each packet consisted of all reports for individuals to be rated by any one individual. The packets were then forwarded between rater, indorser and reviewer for control purposes. A final check in the out-processing line was conducted and each officer was required to certify that he had completed all reports for which he was responsible. (TAB D and E)

d. Hospitalized personnel: On 1 October 1970 all personnel hospitalized in-country were transferred to the 25th Infantry Division. Their personal property was, in most cases, within their unit of assignment. In several cases their Health and/or Dental Records were still at the local dispensaries. To prevent the loss of personal property and personal records a centralized location was predetermined and property turned in, packaged, and receipted for as each unit entered standdown. The turn-in center furnished a copy of the receipt to AG Personnel Actions Casualty Branch. Health and Dental records were turned in to the Personnel Actions Casualty Branch directly by the unit concerned. On 1 October 1970 all personal property and records were hand-carried to the 25th Division. Hospital Liaison NCO's for the 3d Brigade, 9th Infantry Division informed all patients of their new assignment, location of personal property and introduced Liaison NCO's from the 25th Division.

5. PERSONNEL MANAGEMENT: When this Brigade received notification it was going to redeploy as part of Phase IV drawdown, it was necessary to establish an accurate personnel data base. Since this Brigade had no machine capability, the following was accomplished:

a. The AOR/OOR cards (TAB F and G) formerly used for AOR/OOR reporting was used for the personnel data base. The purpose of using the AOR/OOR cards was to have one single source document for a data base. These cards were crosschecked against the Personnel Data Card used for Morning Report control and the Personnel Records for accountability and accuracy of personnel data on cards. Any differences were resolved on the spot.

b. This Headquarters required each battalion and separate unit to conduct a personnel muster to establish personnel accountability (TAB H). A by-grade roster was prepared for each morning report unit utilizing the Personnel Data Card maintained for Morning Report control and indicating the individual's duty status as reflected on the Morning Report utilizing the most current Morning Report consistent with administrative requirement time to publish the rosters. During the period of this muster and subsequently, all reassignments within the Brigade were suspended. Exceptions to this were personnel who desired a 6 month FST in conjunction with reassignment and intra-Brigade reassignments if deemed mission essential. This course of action reduced the personnel turbulence and stabilized the personnel data bank to some degree. When the muster rosters were returned by the units as being correct, they were reconciled with the Morning Reports, AOR/OOR cards and personnel Records. Since Morning Reports had already been consolidated at Brigade level prior to the redeployment announcement, the preparation of rosters and reconciling the Morning Reports simplified the tasks involved.

c. Subsequent to the muster, USARV Data Service Center furnished this Headquarters a listing of all personnel assigned to this Brigade that was extracted from their personnel master file. Comparing the personnel master file list against the Morning Reports revealed numerous discrepancies. This listing was returned to DSC properly corrected and annotated.

d. When it became necessary to obtain availability dates on personnel who would be reassigned within USARV, this Headquarters had not received firm redeployment criteria, however, for planning purposes a no drop criteria was applied. This Headquarters published a redeployment roster for each Morning Report unit. Personnel were listed in three categories (DEROS LOSSES prior to unit standdown; 90th REPL LOSSES during unit standdown; USARV ASSET being reassigned within country). In addition Officers, senior enlisted (E7-E9) and junior enlisted (E1-E6) were listed separately if a USARV asset. These rosters were forwarded to the units for availability dates verification. When these rosters were returned the actions listed in (5) and (6) below were taken prior to submitting them to USARV for assignment instructions.

e. Brigade personnel assets were identified and reassigned to units designated based on availability date given by unit. These personnel were S-4 Officers, Property Book Officers, Cooks, Honor Guard, and a special processing team to process equipment. If any of these personnel were a USARV asset, they were deleted from their old unit roster and added to the new unit roster. When the rosters were returned from USARV with assignment instructions on individuals reported, the AOR/OOR cards were posted and used to request publication of orders.

f. The following personnel were not reported to USARV for reassignment at this time:

(1) Personnel who had extended 6 months for their present duty assignment or had extended for this Brigade. These personnel were not reported because no decision had been made as to their options. When a firm policy was established that an individual would have an option to cancel his extension or remain in Viet Nam, the individual could not be contacted due to the security classification of the redeployment. Therefore all USARV assets personnel could not be identified at this time. This presented a problem for the first unit to stand-down in that the individual's reaction time was limited.

(2) Personnel who were flagged or in an AWOL status.

(3) Honor Guard Personnel.

g. Even though the redeployment was classified and was not released to the public, this Headquarters experienced numerous requests for secondary MOS changes and extensions for 150 day early outs during the months of July and August. Also, numerous requests for reassignment out of the Brigade were experienced; however, when all requests were returned disapproved, the number of requests declined.

h. A list of critical personnel requirements was prepared and submitted to USARV soon after notification was received. Four personnel in grade E-7 were required. However, no fill action was received. In addition 43 personnel in grade E-1 thru E-6 were requested and received with 96.30% fill action.

6. PCSTAL: Prior to standdown the planning for operations and administration of a split post office, and for a comprehensive locator card system involved several steps:

a. Mail delivery cut-off dates were forwarded 35 days prior to standdown.

b. Mail delivery scheme changes were forwarded 13 days prior to standdown.

c. Additional personnel were requisitioned.

d. A second APO vehicle was obtained to run between the units.

e. Necessary supplies, especially locator cards, were requisitioned.

f. Command information on mail procedures was sent to all units.

g. Close coordination was effected with unit mail clerks and adjutants.

h. As the first units moved into the standdown area, mail delivery was monitored daily at each APO location, and as a unit changed its base of operations, its mail dispatch point was switched immediately, resulting in no interruption of mail service. This necessitated creation of two postal facilities, with complete financial and mail services at two locations, and the movement of the COPE between the two locations to ensure money order and stamp business could be carried on as usual. Complete facilities were maintained at both locations until no longer needed.

i. In order to ensure maximum accuracy and total coverage of all personnel out-processing, locator cards were compiled daily by APO personnel on the out-processing line. Two rosters were used to ensure that 100% of all personnel in the Brigade had filled out the appropriate number of cards, and that these were forwarded to the appropriate address. Close monitoring of daily processing, plus cross-checking of hospitalization, MEDEVAC, and transfer personnel helped ensure completion of this project.

j. During the standdown period, there was an appreciable increase in both parcel post and money order sales, due to the fact that the APO assumed most of the financial obligations of the base APO at the standdown area. Among Brigade personnel, however, an estimated double or triple amount of parcel post operations was noted, and coordination was made with a local wrapping facility to enable troops to have enough wrapping supplies for packages. There was frequent direct coordination with the USARV Staff Postal Officer to ensure turn-in procedures and locator card processing were complete. Further, coordination was effected with postal officers at the gaining commands to ensure their cooperation in holding mail for individual's reporting to the new commands.

7. SPECIAL SERVICES: Activities for the standdown period were analyzed and found to lie in five basic areas: Utilization of Di An post facilities, the R & R program, the athletics and recreation program, the motion picture program, and the entertainment program.

a. A representative of Special Services coordinated with Special Services and Service Club personnel of 11th ACR and Di An Post to ensure that facilities would be available to all personnel. Constant coordination was effected to maximize the benefits of the combination of efforts.



b. Upon notification of redeployment, USARV Special Services was requested to continue the R & R program to this Brigade as long as possible. USARV approved a proposed R & R program, thus making it possible for Special Services to continue the R&R program to the end of October and enabled the brigade to send more of its personnel on R&R. With many of the personnel of the Brigade being granted R&R for periods after reassignment to another unit, it was necessary to cut a large number of orders before individuals were shipped in order that they might not only have proof to show their new unit that they had been granted an R&R, but to prevent orders from being misrouted.

c. To meet additional demands placed upon the Brigade athletic and recreation programs, additional equipment was requisitioned from the Brigade Supply Office. Each unit was requested to provide an officer or NCO to program his unit's athletics. This individual was issued athletic equipment, games, puzzles, and books to be used by his unit. Coordination was made with Special Services, 11th ACR to obtain the use of playing fields.

d. Motion Picture service played a large part in Special Services operations during standdown. Units were requested to bring their projectors to standdown. In addition, the Special Services Office obtained a number of projectors in case of breakdown, which was a common problem. Movies for 3d Brigade accounts were phased out (which required coordination with AAFMPS to insure that these units could obtain their movies from another source). The 3d Brigade, 9th Infantry Division film library remained at Tan An until the number of accounts was sufficiently reduced to allow the library to be shifted to Di An. As the number of accounts decreased, arrangements were made to pick up movies from 11th ACR. As the need for movies decreased, the movies on hand were turned in to AAFMPS.

e. The entertainment program was vital to the Special Services activity. A goal of 2-3 shows per week was set as a realistic objective. To achieve this goal, it was realized that USO entertainment alone would not be sufficient. USARV Entertainment was contacted for extra USO Shows and Handshake Tours. Using funds authorized by CPF, CPA was contacted to secure commercial entertainment. The Sergeant Major for the USARV AG was contacted to secure the services of the USARV Band for two concerts. By carefully scheduling these activities and coordinating them with similar activities scheduled by the units preliminary goals were met. Combining the shows scheduled by Special Services, those scheduled by the units, and those scheduled by the Service Club, brought the number of shows procured to an average of better than four shows per week.

2. **OUT-PROCESSING:** Administrative out-processing was conducted in the Records Out-Processing Building in the AG-Finance complex. A belt-line concept was used. Individuals had to personally process through the Medical, Finance, and Personnel stations prior to being cleared. A diagram of the Out-Processing area is attached as inclosure 8.

a. **Personnel Records:** Personnel records, DA Form 20/66 and the 201 File were posted, checked and closed out by the Records Section prior to the individuals reporting to the Out-Processing Section the day preceding an individuals outprocessing. DA Form 137, Installation Clearance Record, was prepared on all Officers and Senior Enlisted personnel. Personnel in grades E-6 and below were cleared by roster.

(1) **Finance Records:** Finance records were combined with other personnel records, after clearance by the Finance section.

(2) **Medical and Dental Records:** Medical and Dental records were combined with other personnel records, after clearance by Medical personnel.

b. **Identification Cards/Tags and MACV 5 Cards:** Previous after-action reports had indicated that the issuance of Identification Cards, Identification Tags, and MACV Form 5 had proven to be a bottleneck in outprocessing. The Records Section sent a Disposition Form to all units prior to the first standdown, advising them to determine their requirements in this area. Not later than the second day of standdown, units furnished their requirements to the Identification Section. All ID Cards/Tags and MACV Form 5 cards were prepared the night prior to and individual outprocessing. There were still individuals who came through the processing line without some of these items, but the number was small and the ID Section was able to maintain pace with the rest of the processing line.

c. **Out-Processing Schedule:** Hourly increments were scheduled to outprocess beginning at 0800 each day. As much as possible, hourly increments were grouped according to gaining unit or area, e.g. at 0800 each day, personnel going to the 25th Division were processed; at 0900, personnel going to the 1st Cavalry Division were processed; at 1000 personnel going to Long Binh Post units and Di An were processed. Officers and Senior NCO's were processed at 1100 hours each day. Normally, afternoon processing consisted of personnel being assigned up-country. The 1st Cavalry and 25th Division furnished Liaison NCO's for the processing line. These NCO's were able to answer routine questions and escort personnel to their respective AG Administration Company.

d. **Out-Processing Rosters:** Outprocessing rosters were prepared by the Outprocessing Section ( ). Rosters were furnished to units, all staff agencies and elements at least seven days prior to the units standdown. Although personnel changes, reporting dates, and sometimes unit of assignments were changed, the rosters were easy to update and utilize.

e. Operation of the Out-Processing Facility: Individuals entered the rear door of the building and were seated in the orientation area where a brief orientation concerning the out-processing was given. First, they processed through the Medical Stations. Shot records were checked and shots given, if needed and malaria pills made available. The individual went to the Finance Station where he received his Financial Data Records Folder and as he moved along the Finance line, his FDRF and leave record were checked with him. An allotment clerk was on the line and could prepare allotment actions desired. At the last Finance station, the individual receipted for his records. At the AG Stations, (TAB J ), individuals were given their Form 20/66 and 201 File. Personnel clerks checked the Form 20 with the individuals. Specific checks were made on rank, awards and decorations, DEROS, and for DA Forms 41, 873 and DD Forms 98. Any questions were resolved prior to his leaving the Out-Processing Facility. As stated earlier an ID Section was available to prepare ID Tags/Cards and MACV Form 5. Both the Personnel Management and the Personnel Affairs Section had a coordinator available. If a question arose that could not be answered from available sources, the coordinator would go to their respective section to resolve the matter. Two typists were also in the AG Typist Section. Any entries that had to be made on the records could be made immediately. After the records check, the individual moved to the Final Clearance Station. Here a last check was made to insure he had all records, Medical, Finance and Personnel. Records were placed in an envelope and the individual's name and new unit was written on the envelope. The individual was then directed to the waiting area until the rest of his group was completed. The waiting area was a porch type structure, 12 by 24 feet, on the side of the building. A sitting area was available and coffee was furnished on a daily basis, served by Red Cross Girls. When the individual's group finished processing, they boarded a bus and went directly to their new unit, if in the local area, or to Bien Hoa, if their destination was up-country ( TAB K ).

TABs:

TAB A-Records Management  
TAB B-Submission of Awards by Roster  
TAB C-Submission of Awards by Roster  
TAB D-OER Certification  
TAB E-OER Certification  
TAB F-Data Base Card (EM)  
TAB G-Data Base Card (OFF)  
TAB H-Personnel Muster  
TAB I-Outprocessing Rosters  
TAB J-Outprocessing Form  
TAB K-Outprocessing Complex

TAB A (Records Management) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report(U)

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D BRIGADE, 9TH INFANTRY DIVISION  
APO San Francisco 96371

AVBB-AGA

11 August 1970

SUBJECT: Records Management

SEE DISTRIBUTION

1. PURPOSE: To outline procedures to be used for the preparation and turn in of records upon redeployment or inactivation.
2. GENERAL: Upon notification of redeployment or inactivation the instructions outlined in this letter will apply.
3. REDEPLOYMENT AND SUBSEQUENT INACTIVATION OF UNIT IN CONUS:
  - a. Except for records listed in b, c, d, and e, below, files created in 1969 and 1970 with a retention period of one year or more will be shipped to this headquarters.
  - b. The following records will accompany the unit to CONUS:
    - (1) 2-02 Reference Set Publications (Unit Orders - Ref Set)
    - (2) 7-21 Morning Report Files
    - (3) 7-23 Military Personnel Register Files
    - (4) 7-25 Organization Roster Files
    - (5) 604-03 Award Case Files. Only that portion of the files that pertains to individuals that have not received the awards for which they have been recommended and who are going to CONUS with the unit.
    - (6) Other Pending Personnel Action Files (OCS, WO, Direct Commission applications, etc., of those personnel going to CONUS with the unit.)
  - c. Files with retention periods of one year or more with disposition instructions "Destroy after 1 (2) years or on discontinuance" will be destroyed. (i.e., 1-13 Classified Document Inventory Files; 2-10 Emergency Plan, Test, and Exercise Files; 11-14 General Communication Files).
  - d. Files with "earlier destruction authorized" in the disposition instructions will be destroyed.
  - e. Other files eligible for destruction will be destroyed. (i.e., USARV, MACV, DA regulations and Reference Paper Files which are no longer applicable).

A-6-A-1

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Inclosure 1 (Records turn-in Schedule) to TAB A (Records Management) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

Incl 1

RECORDS TURN IN SCHEDULE:

3 SEP	4 SEP	10 SEP	17 SEP	19 SEP	24 SEP	25 SEP	26 SEP	1 OCT	3 OCT
5/60	39 CAV 45 SD 65 CT 39 CHCM	6/31	2/47	75 Ranger 571st Eng	2/60	2/4 276 FA	56 Sltg S-1 Bde S-5 Bde	493 MI S-3 Bde S-4 Bde	99th S-2 Bde

A-6-A-1-1

Inclosure 2 (Records Transfer Procedures) to TAB A (Records Management) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)  
RECORDS TRANSFER PROCEDURES

The following preparation instructions for records transmittal will be used in the preparation and shipment of records to this headquarters.

a. A separate transmittal (Standard Form 135) will be prepared for each category of records listed in (1) thru (3) below. Separate Standard Forms 135 will not be prepared for each box of records in a shipment.

(1) Classified Records

(2) Blocks of records bearing the marking FOR OFFICIAL USE ONLY. (FOUO documents interspersed with other unclassified documents need not be screened out and listed separately.)

(3) Unclassified Records

b. Specific instructions: Standard Forms 135 and 135-A will be type-written. Each unit will ship one ribbon copy and two carbon copies to this headquarters, ATTN: AVBB-AGA. All copies of the forms relating to a shipment will be fastened together in box number sequence to form a consolidated records transmittal list for each unit. The following instructions govern the entry of information on SF 135 and 135-A.

(1) "TO BE COMPLETED AT FEDERAL RECORDS CENTER" block: Leave blank

(2) "FROM" block: Enter unit name and address shipping the files

(3) "TO" block: Delete FEDERAL RECORDS CENTER, GSA, and enter 3d Bde, 9th Inf Div, ATTN: AVBB-AGA, APO SF 96371

(4) Item 1: If transmittal covers classified material enter the highest classification. If records are unclassified enter UNCLASSIFIED.

(5) Item 2: Leave blank

(6) Item 3: Leave blank

(7) Item 4: Enter total number of boxes covered by the transmittal

(8) Item 5: Information regarding the unit

(9) Item 6: Information regarding the unit

(10) Item 7: Information regarding the unit

(11) Item 8: Leave blank

(12) Item 9: Official responsible for the transferral will sign here

(13) Item 10: Enter the signing official's title

(14) Item 11: Enter the date of transfer

(15) Item 12: Enter the box number of the first box in the shipment. The box number will be written as it relates to the total number of boxes in the overall shipment. (i.e., 1/5 for box 1 of 5 boxes.) Enter the next box number when the description of a box's contents has been completed.

(16) Item 13: a. The first entry will consist of the historical data that created the records, including dates of and authorities for events during the period covered by the records. Examples of historical data are: permanent change of station; activation; changes of command channels; transfer of function; redesignation and inactivation. On the retirement of records each unit will bring the historical data up to date.

b. All permanent files will be listed first and be placed in the first file box. (See Inclosure 3)

c. Files will be listed numerically by units

d. 1969 files will precede 1970 files with the same file numbers

e. Files will be listed in the following order: Staff Sections; HHC (Orderly Room); Company B (Orderly Room); Company C (Orderly Room).

(17) Item 14: Enter the disposition instructions opposite each description. See Inclosure 3

c. Files will be consolidated at Battalion headquarters prior to shipment to this headquarters.

d. Shipping containers and related supplies: A corrugated box (fiber-board), size 15 x 12 x 10 inches, FSM: 8115-290-3379; will be used to ship files. These boxes will not be sealed. If standard supplies are not available other suitable containers may be used.

e. Packing and identifying containers: Regardless of type of containers used, containers will be filled with only one type of file folder. Each group of files will be packed in file number sequence.

(1) Letter size files will be placed in boxes so that file folders are inserted in the box parallel to the end of the box.

(2) Legal size files will be placed in boxes so that file folders are inserted in the box parallel to the side of the box.

(3) Files packed in wooden boxes will be parallel to the end of the box.

(4) Before shipping files to this headquarters the box number and total number of boxes in the shipment will be entered on the end of the box in the upper right corner. If a shipment includes three boxes, the first box will be marked 1/3, the second box marked 2/3, and the third box will be marked

A-6-A-2-2

TAB B (Submission of Awards by Roster) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

AVFBA (24 Jul 70) 1st Ind

SUBJECT: Submission of Awards by Roster (ARCOM, AM, BSM-A, BSM-S)

DA, Headquarters, II Field Force Vietnam, APO 96266 **4 AUG 1970**

TO: Commanding Officer, 3d Brigade, 9th Infantry Division, APO 96371

1. Request for submission of awards by roster (ARCOM, AM, BSM-A, BSM-S) is approved as an exception to policy.
2. Ground rules and procedures described in basic letter will be followed except that the data in inclosure 2 supersedes that contained in inclosure 1.
3. The awards policy outlined in letter, this headquarters, dated 14 June 1970, subject: Meritorious Achievement and Service Awards Policy, will be followed in recommendations.

FOR THE COMMANDER:

2 Incl

Added 1 Incl

2. Example of Desired Format

  
E. C. LITTLE  
LTC, AGC  
Adjutant General





DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D BRIGADE, 9TH INFANTRY DIVISION  
APO SAN FRANCISCO 96371

AVBB-XO

24 July 1970

SUBJECT: Submission of Awards by Roster (ARCOM, AM, BSM-A, BSM-S)

Commanding General  
II Field Force Vietnam  
ATTN: AVFB-AG  
APO SF 96266

1. References:

a. Letter, HQ, 3d Bde, 9th Infantry Division subject: Request for Awards Authority, dated 9 Jul 70, which was disapproved.

b. Discussion between LTC Fyock, II Field Force Vietnam and LTC Hook, XO, this Brigade 19 Jul 70.

2. A recent request for an increase in the level of the awards authority exercised by the Commanding Officer, 3d Bde, 9th Infantry Division was disapproved (Ref 1-a). Subsequent conversation with G1, HQ, II Field Force Vietnam indicated a roster system would be acceptable for processing awards during redeployment. This headquarters was instructed to recommend groundrules and processing system.

3. The following groundrules are proposed:

a. Normally Specialist 4's or 5's will not receive a Bronze Star Medal for Achievement or for Service under the roster system because of the level of responsibility at which they are performing their duties.

b. No more than two achievement awards for a complete tour (10 months or more) in Vietnam will be awarded under the roster system.

c. No one having less than ten months in Vietnam at the time of re-assignment will be awarded a service award or a second achievement award. Recommendations for these awards should accompany the individual's records to the gaining organization.

4. The following system for processing rosters is proposed:

a. Format for rosters is illustrated at inclosure 1.

b. Rosters will be submitted so that at least 75% of the total awards will arrive at II Field Force by 15 Aug 70. Most of the remaining 25% of

AVBB-XO

SUBJECT: Submission of Awards by Roster (ARCOM, AM, BSM-A, BSM-S)

awards will be submitted by 15 Sep 70. A final roster will be submitted just prior to redeployment.

c. All awards pertaining to a specific individual will be submitted for consideration at one time. An individual recommended for an award on the initial roster submission will be denied consideration on subsequent roster submissions.

5. Rosters will be reviewed by battalion commanders and forwarded over their signature. A brigade board consisting of the brigade Executive Officer, three other field grade officers, and Command Sergeant Major will be convened to insure compliance with above established rules. The recommended rosters will be approved by the Brigade Commander prior to being forwarded to CG, II Field Force Vietnam.

6. Valor awards will continue to be submitted on an individual basis.

FOR THE COMMANDER:

1 Incl  
as

*John R Hook*  
JOHN R. HOOK  
LTC, ADA  
Executive Officer

A-6-B-3

Inclsure 1 (Bronze Star Medal Achievement) to TAB B (Submission of Awards by Poster) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

BRONZE STAR MEDAL ACHIEVEMENT

<u>NAME</u>	<u>SSAN</u>	<u>GRADE</u>	<u>POSITION</u>	<u>DATE ASG TO VN</u>	<u>DATE ASG TO 3D BDE</u>	<u>DATE RSG FR 3D BDE</u>	<u>NORMAL DEROS</u>	<u>PREV AWDS THIS TOUR</u>
1. FARM, Jack F.	222-22-2222	E7	Mess Steward	15 May 70	16 May 70	24 Oct 70	14 May 71	None
2. DAY, Mike M.	111-22-1111	1LT	Plt Ldr	1 Jan 70	3 Jan 70	10 Nov 70	31 Dec 70	ACM, BSM/V, FH
3. JAMES, J. J.	333-32-3333	SCT	Squad Ldr	4 Jun 70	6 Jun 70	9 Sep 70	3 Jun 71	None

Inclosure 2 (Example of Desired Format) to TAB B (Submission of Awards by Roster) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

#### EXAMPLE OF DESIRED FORMAT:

The following named individuals are recommended for award of the Bronze Star Medal for achievement (First Oak Leaf Cluster) for the periods indicated:

DAY, MIKE M. 111-22-1111 1LT INF HHC, 6th Bn, 31st Inf, 3/9th Inf Div, APO 96371, 3 January 1970 to 1 September 1970  
FARM, JACK F. 222-22-2222 SFC HHC, 6th Bn, 31st Inf, 3/9th Inf Div, APO 96371, 16 May 1970 to 1 September 1970  
JAMES, J. J. 333-33-3333 SGT HHC, 6th Bn, 31st Inf, 3/9th Inf Div, APO 96371, 6 June 1970 to 1 September 1970

#### NOTES:

1. For achievement awards the terminating date of the period served cannot extend past the date of the order and should not extend past the date of recommendation.
2. For service awards, exact dates are not used, only the month. i.e. June 1969 to June 1970.
3. Separate rosters will be submitted for each type of award. i.e. Bronze Star Medal for service, Bronze Star Medal (1st OLC) for achievement.
4. Names will be typed in all capitals and will be listed in alphabetical order.
5. Branch listing is required only for officers and will conform to standard Army abbreviations.
6. Unit designations will include company, battalion, and brigade.
7. In those cases where an individual may be receiving an achievement award as well as a service award, care must be taken to insure that the service award is subsequent to the achievement award. i.e. BSM for achievement (1st OLC) BSM for service would be 2d OLC.
8. Rosters of individuals receiving Air Medals must have certified USARV Form 131's attached to the roster for each award listed.

A-6-B-2-1

TAB C (Submission of Awards Roster) to Appendix 6 (Adjutant General) to  
ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (T)

DEPARTMENT OF THE ARMY  
HEADQUARTERS 3D BRIGADE 9TH INFANTRY DIVISION  
APO San Francisco 96371

AVBB-AG

2 August 1970

SUBJECT: Submission of Awards by Roster

Commanding Officer

3d Brigade, 9th Infantry Division  
APO San Francisco 96371

1. Request you furnish this headquarters NLT 10 Aug 70 a roster, in the format indicated in inclosure 1, for personnel whom you desire to recommend for an award of the Army Commendation Medal or Bronze Star Medal for achievement or service, or the Air Medal for achievement.
2. The following criteria will apply for all individuals recommended via the roster method:
  - a. Normally Specialist 4s and 5s will not be recommended for a Bronze Star Medal for either Achievement or for Service because of the level of responsibility at which they are performing their duties.
  - b. No more than two achievement awards for a complete tour (10 months or more) in Vietnam will be awarded under the roster system (i.e., should an individual already have two achievement awards to his credit during this present foreign service tour he may not be recommended for a third or subsequent award through the roster system.
  - c. No one having less than ten months in Vietnam at the time of reassignment will be awarded a service award or a second achievement award. Recommendations for these awards should accompany the individual's records to the gaining organization.
  - d. For achievement awards, the terminating date of the period covered cannot extend past the date of the order. In conjunction with this, all dates for achievement awards for your organization will be NLT.
  - e. For service awards only the months and year are required (i.e., July 1969 to July 1970, or August 1969 to August 1970).
  - f. Separate rosters will be submitted for each type of award and will be alphabetized by name regardless of rank (i.e., separate rosters must be submitted for ACMS, ACMS(1st OLC), ACMA, ACMA(1st OLC), Air Medal(Basic), Air Medal(2d-4th Awards), etc.).

AVBB-AG (2 Aug 70)

SUBJECT: Submission of Awards by Roster

g. Branch of service is required for all officers and will conform to standard Army abbreviations. Do not use numerical MOS designations.

h. In those cases when an individual may be receiving an achievement award as well as a service award care must be taken to insure that the service award is subsequent to the achievement award (i.e., a BSM for achievement might be the 1st OLC, the BSM for service would be the 2d OLC, etc.).

i. Recommendations for the Air Medal must have a copy of USARV Form 131 attached to the roster for each individual recommended.

2. In no way does this letter restrict the submission of individual awards utilizing the normal processes.

3. All awards pertaining to a specific individual must be submitted for consideration at one time. An individual recommended for an award on the initial roster submission will be denied consideration on subsequent roster submissions.

4. Roster will be reviewed and forwarded by indorsement over the unit commander's and battalion commander's signatures.

FOR THE COMMANDER:

JAMES R. DANIELS  
MAJ, AGC  
Adjutant General

A-6-6-2

TAB D (CER Certification) to Appendix 6 (Adjutant General) ~~to ANNEX A~~  
(Personnel and Administration) to 3d. Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

OVEFTON, JESSE 1LT 231-69-1357 2/60

I do not rate any officers.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

A-6-B-1

TAB B (OER Certification) to Appendix 6 (Adjutant General) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

GARCIA, TONY MAJ 112-35-8709 2/30

RATES: CPT Jones  
1LT Love

CPT Smith  
1LT Dove

INDORSES: 1LT Battle

I certify that this card contains the names of all individuals that I either rate,  
indorse or review and that I have completed my actions to include signing of the  
DA Form 67-6.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



TAB F (Data Base Card (3M)) to Appendix 6 (Adjutant General) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

NAME: \_\_\_\_\_ AOR Returnee Card

SSAN: \_\_\_\_\_ RANK: \_\_\_\_\_ DEROS: \_\_\_\_\_

ETS: \_\_\_\_\_ UNIT: \_\_\_\_\_ PMOS: \_\_\_\_\_

AREA PREF CODE: \_\_\_\_\_ ITT CODE: \_\_\_\_\_ HOME OF REC: \_\_\_\_\_

DATE REPORTED ON AOR: \_\_\_\_\_ ADDED: \_\_\_\_\_ DELETED: \_\_\_\_\_ CHANGE: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

OPO C & L NO: \_\_\_\_\_

AUTH: \_\_\_\_\_

TAB G (Data Base Card (OFF)) to Appendix 6 (Adjutant General) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

OFFICER'S REDEPLOYMENT CARD

NAME			SSAN		GR	CBR	FMOC	UNIT	
DDHS	DEROS	ETS	COMP	DOR	PFSC	SCTY	BPED	SEQ NO	
TEMP ADDRESS							HOR		
ORDER REQ	AMENDED	REVOKED	310-R SENT			A	D	C	PENDING ASGMT
ORDER PUB	SO PARA	SO PARA	ON ORR( )		INFO ROSTER		PCS, M'DEVAC, EXT		
SO PARA	AUTH						ALOC		PCS (MDC)
DA ASGMT INSTR									
SPECIAL INSTR, NOTES									

TAB H (Personnel Muster) to Appendix 6 (Adjutant General) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D BRIGADE, 9TH INFANTRY DIVISION  
APO San Francisco 96371

AVBB-AGP-PM

12 July 1970

SUBJECT: Personnel Muster

SEE DISTRIBUTION

1. References:

- a. AR 680-1.
- b. USARV Circular 680-1.
- c. Letter, AVBB-AGP-PM, this headquarters, 20 Feb 70, subject:  
Morning Reports - Strength Accounting Data.
- d. HQ, USARV Redeployment Guide for Units (Second Edition) (FCUO).

2. It is necessary for this brigade to conduct a muster to insure that each individual present for duty and assigned or attached is being properly accounted for on the Morning Report (DA Form 1). In the event this brigade is redeployed, deactivated, or relocated in country, the proper accounting for individuals is an absolute necessity. Therefore, each unit assigned or attached to the 3d Brigade, 9th Infantry Division will conduct a muster of all personnel assigned or attached during the period 22 through 27 July 1970.

3. During the period of this muster no personnel will be assigned to units within the brigade nor will battalions effect any intra-battalion reassignments until units involved have conducted their muster and results have been furnished this headquarters. In view of this suspension on the movement of personnel it is imperative units conduct their muster as soon as practical within the time period. All intra-battalion reassignments pending or contemplated must be effected so the reporting date and EDCSA is prior to 21 July 1970. Request for orders must be received by this headquarters ATTN: AVBB-AGP-PM NLT 17 July 1970 to insure the EDCSA is NLT 20 July 1970. No delayed entries will be entered on the morning report.

4. The following procedures will apply in accomplishing this muster:

- a. Each battalion and separate unit/detachment will report to

AVBB-AGP-PM  
SUBJECT: Personnel Muster

12 July 1970

this headquarters, ATTN: AVBB-AGP-PM (Morning Report Section), the date that the unit will conduct the actual muster. A minimum of seven days prior notification will be given this headquarters. It is recommended that battalions have their companies conduct muster on different days.

b. When notification is received as to the date the muster will be held, this headquarters will prepare and forward a personnel roster as required by reference 1c. This roster will be prepared from the latest morning report prior to the date of the muster, taking into consideration the administrative processing of the roster.

c. Upon receipt of roster, the following actions will be accomplished:

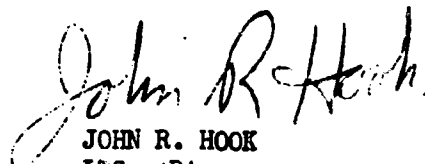
(1) Have a mandatory formation with all personnel present for duty.

(2) Verify individual's ID card against name on roster. Insure SSAN is correct.

(3) If there is a disparity in the roster (e.g., incorrect personnel data or status), a request for corrections will be made on a separate sheet of paper to include the authority that effected the individual's change of data or status. The corrections and roster will be returned to this headquarters ATTN: AVBB-AGP-PM not later than three days after the date of the muster. Corrections will be authenticated by the unit commander.

5. Commanders will insure that this muster is properly conducted and that all personnel are accounted for as outlined in paragraph 4 above.

FOR THE COMMANDER:

  
JOHN R. HOOK  
LTC, ADA  
Executive Officer

DISTRIBUTION:  
Special.  
5 AG-PM

4-6-11-2

45

TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE

FOR IN After Action Report (U)

# DISPOSITION FORM

(AR 300-15)

REFERENCE OR OFFICE SYMBOL

SUBJECT

AVBB-AGP-CP

OUT-PROCESSING ROSTERS

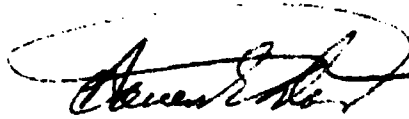
TO SEE DISTRIBUTION

FROM CD, 3BDE, 9TH INF DIV DATE 10 Sep 70

CMT 1

1. Attached are rosters for the AG, Finance and Medical portions of the out-processing for individuals assigned to your organization.
2. It is imperative that personnel be available for transportation to the Out-Processing Center 30 minutes prior to scheduled processing time.
3. Personnel reporting to the Out-Processing Center will have the following items in their possession:
  - a. Identification Cards and ID Tags
  - b. Individual Clothing Record
  - c. Immunization Record
  - d. Reenlistment Card (Enlisted personnel only)
  - e. Ration Card
  - f. MACV Form 5
  - g. Personal clothing and equipment
4. Individuals will depart for new unit of assignment from the Out-Processing Center.
5. If any individuals being reassigned In-Country have been omitted from the rosters request you call the Out-Processing Center (2341) immediately.

FOR THE COMMANDER:



WARREN E DAVIS  
CW2 USA  
ASST AG

14 Incls  
as

## DISTRIBUTION:

2-CD, 3d Bde, 9th Inf Div  
5-CD, 2/47 Inf  
2-CD, HHC, 2/47 Inf  
2-CD, CoA, 2/47 Inf  
2-CD, CoB, 2/47 Inf  
2-CD, CoC, 2/47 Inf  
2-CD, CoD, 2/47 Inf  
5-CD, 2/4 FA  
2-CD, BtryB, 2/4 FA  
5-Bde Surgeon  
5-Bde Finance  
8-Co Devil Academy  
2-MCC  
3-AG Pers  
3-FM

2-PA  
5-PR  
15-OP  
5-APO 96371

TOTAL 72 CYS

2-1-1

Inclosure 1 ( Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 1

REPORT TO OUT-PROCESSING CENTER: 17 SEP 70

TIME: 0800

NEW UNIT OF ASSIGNMENT: 25th INF DIV

<u>NAME</u>	<u>RANK</u>	<u>PRESENT UNIT</u>
LIGHTSEY, J	PFC	HHC 2/47
OGDEN, R	PFC	HHC 2/47
KERR, M	SP4	HHC 2/47
MIDDLETON, R	SP4	A 2/47
MICHITSCH, B	SP4	B 2/47
MURNAME, K	PFC	B 2/47
NEWLAND, G	PFC	B 2/47
GLAYZER, M	PFC	C 2/47
GRIFFIN, J	PFC	C 2/47
HARTER, F	PFC	C 2/47
LONES, R	PFC	C 2/47
WELLS, L	PFC	C 2/47
YONAH, J	PFC	C 2/47
DENHAM, R	PFC	D 2/47
FALU-ANDINO, I	SP4	D 2/47
GELEFF, A	SP4	D 2/47
HERINGTON, M	SP4	D 2/47
KEIM, H	SP5	D 2/47
WALLACE, F	SP4	D 2/47
WILEY, J	SP4	D 2/47
FAUGHENDER, J	SP4	B 2/4

THIS ROSTER CONTAINS 21 NAMES

INCL 1

Inclosure 2 (Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 2

REPORT TO OUT-PROCESSING CENTER: 17 SEP 70

TIME: 0900

A. NEW UNIT OF ASSIGNMENT: 1st CAV

<u>NAME</u>	<u>RANK</u>	<u>PRESENT UNIT</u>
KUNTZ, L	SSG	HHC 2/47
LEE, J	SP4	HHC 2/47
NIEVES-AYALA, A	SP4	HHC 2/47
ISAACSON, T	SGT	A 2/47
MALISTER, W	PFC	B 2/47
HUFFMAN, E	SGT	C 2/47
JORDAN, J	PFC	C 2/47
EZZELI, R	SP4	D 2/47
FANTON, N	SP4	D 2/47
GERMILLER, P	SP4	D 2/47
HESS, G	SP4	D 2/47
WOODS, J	SP4	D 2/47

B. NEW UNIT OF ASSIGNMENT: 1st AVN

ROUNDS, C	PFC	HHC 2/47
SWOAGER, C	SP4	HHC 2/47
FULLER, R	SP4	A 2/47
HARRIS, T	SGT	A 2/47
HINCHEY, R	SP4	A 2/47
HOLDEN, E	SP4	A 2/47
AROCHA, C	SP4	B 2/47
AUSTIN, D	SP4	B 2/47
LYNCH, F	SP4	C 2/47
BARBKNECHT, A	SGT	B 2/4
BULLARD, S	PFC	B 2/4
RADFORD, H	PFC	B 2/4

THIS ROSTER CONTAINS 24 NAMES

*INCL 2*

A-6-I-2-1

Inclosure 3 (Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 3

REPORT TO OUT-PROCESSING CENTER: 17 SEP 70

TIME: 1000

NEW UNIT OF ASSIGNMENT: 101st ABN

<u>NAME</u>	<u>RANK</u>	<u>PRESENT UNIT</u>
CURTIS, G	SGT	HHC 2/47
HIX, T	PFC	HHC 2/47
PARMLEY, J	PFC	HHC 2/47
PHELPS, L	SP4	HHC 2/47
RUIZ, W	SP4	HHC 2/47
QUINN, D	SP4	A 2/47
RODEN, D	SP4	A 2/47
ROWE, D	SGT	A 2/47
SILVERMAN,	SGT	A 2/47
WHITE, V	SP4	A 2/47
BARNES, L	SP4	B 2/47
BIGLEY, C	SP4	B 2/47
DELGADO, F	PV2	B 2/47
ESCOBAR, A	SP4	B 2/47
SEARS, D	PFC	B 2/47
SEYLLER, D	PFC	B 2/47
SLOCUM, D	PFC	B 2/47
SMITH, B	SP4	B 2/47
ANDERSON, R	SP4	C 2/47
BARNETT, S	PFC	C 2/47
CANNON, J	SP4	C 2/47
CANTERBURY, D	SGT	C 2/47
CROWE, J	PV2	C 2/47
GERZA, R	SP4	C 2/47
MORGAN, R	PFC	C 2/47
BORATKO, E	SP4	D 2/47
BOYD, E	PV2	D 2/47
PERRY, C	SP4	D 2/47
BARNES, W	SP4	B 2/4
BRECH, L	SP4	B 2/4
CHAMBERS, J	SP4	B 2/4
GARIBALDI, R	PV2	B2/4
MOFFITT, K	PFC	B 2/4
ORTH, J	PFC	B 2/4
WIK, G	PFC	B 2/4

THIS ROSTER CONTAINS 35 NAMES

ENC 3

A-6-I-3-1

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Inclosure 4A (Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 4A

REPORT TO OUT-PROCESSING CENTER: 17 SEP 70

TIME: 1100

NEW UNIT OF ASSIGNMENT: 1 FFV

NAME  
LEWIS, S

RANK  
SFC

PRESENT UNIT  
B 2/4

THIS ROSTER CONTAINS 1 NAME

INCL 4

A-6-I-4-1

Inclosure 5 (Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 5

REPORT TO OUT-PROCESSING CENTER: 17 SEP 70

TIME: 1300

NEW UNIT OF ASSIGNMENT: 11 ACR

NAME	RANK	PRESENT UNIT
BSIDLER, N.	SGT	HFC 2/47
GONZALEZ, CRUZ	PFC	HFC 2/47
GRANBERRY, A.	ST4	HFC 2/47
YOUNG, J.	PFC	B 2/47

NEW UNIT OF ASSIGNMENT: 516 PSC

NAME	RANK	PRESENT UNIT
CLARK, E.	PFC	HFC 2/47

NEW UNIT OF ASSIGNMENT: 537 PSC

NAME	RANK	PRESENT UNIT
VALENCIA, B.	ST4	HFC 2/47
WIRICK, E.	PV1	HFC 2/47

NAME	RANK	PRESENT UNIT
GONZALEZ, J.	ST4	A 2/47
JOHNSON, L.	ST4	A 2/47
MANUEL, C.	ST4	A 2/47
RUSSELL, C.	ST4	A 2/47

NAME	RANK	PRESENT UNIT
BELFIELD, M.	ST4	C 2/47

NAME	RANK	PRESENT UNIT
BEDKHAM, J.	ST4	D 2/47

NAME	RANK	PRESENT UNIT
BOWERS, J.	ST4	B 2/4
CASH, L.	ST4	B 2/4
CRITTENDON, D.	ST4	B 2/4

NEW UNIT OF ASSIGNMENT: 527 PSC

NAME	RANK	PRESENT UNIT
BAKER, J.	ST4	D 2/47

NEW UNIT OF ASSIGNMENT: USAMEDCOM (V)

NAME	RANK	PRESENT UNIT
BRAY, R.	ST4	D 2/47
BROWN, J.	PFC	D 2/47
BULATEK, J.	ST4	D 2/47

NAME	RANK	PRESENT UNIT
SCUDDER, J.	PFC	B 2/4

NEW UNIT OF ASSIGNMENT: 108 FA

NAME	RANK	PRESENT UNIT
ARMANI, P.	PFC	B 2/4
ALTGILBERS, R.	ST4	B 2/4
ANDERSON, R.	PFC	B 2/4
CHILDERS, J.	ST4	B 2/4
DEGROTT, J.	PFC	B 2/4
JOHNSON, J.	PFC	B 2/4
MATZNICK, J.	ST4	B 2/4
OTTO, F.	ST4	B 2/4
PICKLES, C.	SSG	B 2/4

THIS ROSTER CONTAINS 30 NAMES

INCL 5

A-6-I-5-1

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Inclosure 6 (Roster) to TAB I (Outprocessing Rosters) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

ROSTER 1

REPORT TO OUT-PROCESSING CENTER 18 SEP 70

TIME: 0800

NEW UNIT OF ASSIGNMENT: 25 INF DIV

NAME	RANK	PRESENT UNIT
LOPER, G.	PFC	A 2/47
PATTERSON, E.	PFC	A 2/47
BRADY, L.	SGT	B 2/47
BRENNAN, J.	PFC	B 2/47
BRENNER, B.	SP4	B 2/47
McCOBB, C.	SP4	B 2/47
MONSON, P.	SP4	B 2/47
KRUEGER, A.	PFC	C 2/47
WATSON, J.	SP4	C 2/47
WEBB, J.	SP4	C 2/47
YOCUM, R.	SP4	C 2/47
DIETRICH, G.	PFC	D 2/47
FUNTEAS, G.	PV2	D 2/47
LEWIS, H.	PFC	D 2/47
STONEX, C.	PFC	D 2/47

NEW UNIT OF ASSIGNMENT: 11ACR

BARNES, D.	SP4	HHC 2/47
ELLIS, L.	PFC	HHC 2/47
FULMER, L.	SGT	HHC 2/47
WIESMAN, D.	SP4	B 2/47

THIS ROSTER CONTAINS 19 NAMES

*INCL 6*

TAB J (Outprocessing Form ) to Appendix 6 (Adjutant General) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3RD BDE, 9th INFANTRY DIVISION  
APO SAN FRANCISCO 96371

PROCESSING DATE \_\_\_\_\_ PROCESSING TIME \_\_\_\_\_ ROSTER NUMBER \_\_\_\_\_

AG PERSONNEL OUT-PROCESSING SHEET

PRINT NAME(LAST, FIRST, MI) \_\_\_\_\_ GRADE \_\_\_\_\_ SSAN \_\_\_\_\_

PRESENT UNIT OF ASSIGNMENT \_\_\_\_\_

NEW UNIT OF ASSIGNMENT \_\_\_\_\_

UPON COMPLETION OF OUT-PROCESSING, THIS FORM MUST BE SUBMITTED AT  
YOUR LAST PROCESSING STATION. YOU MUST COMPLETE PROCESSING AT ALL STATIONS.  
YOU ARE NOT AUTHORIZED TO FILL IN ANY OF THE BLANK SPACES BELOW. YOU WILL  
REMAIN WITH YOUR CONTROL GROUP AT ALL TIMES.

DO NOT MARK BELOW THIS LINE

PT 1: DA FMS 201 & 20 (66) ID CARD, ID TAGS, MACV 5	DATE _____	INITIALS _____
PT 2: AWARDS/OERS	DATE _____	INITIALS _____
PT 3: ASGMT/PROMS/EERS	DATE _____	INITIALS _____
PT 4: RECORDS CHECK	DATE _____	INITIALS _____
POSTAL LOCATOR CARD	DATE _____	INITIALS _____

I CERTIFY THAT I HAVE IN MY POSSESSION MY FINANCIAL DATA RECORDS FOLDER,  
MEDICAL RECORDS, DA FORM 20 (66), DA FORM 201 FILE, ID CARD, ID TAGS,  
RATION CARD, AND MACV FORM 5.

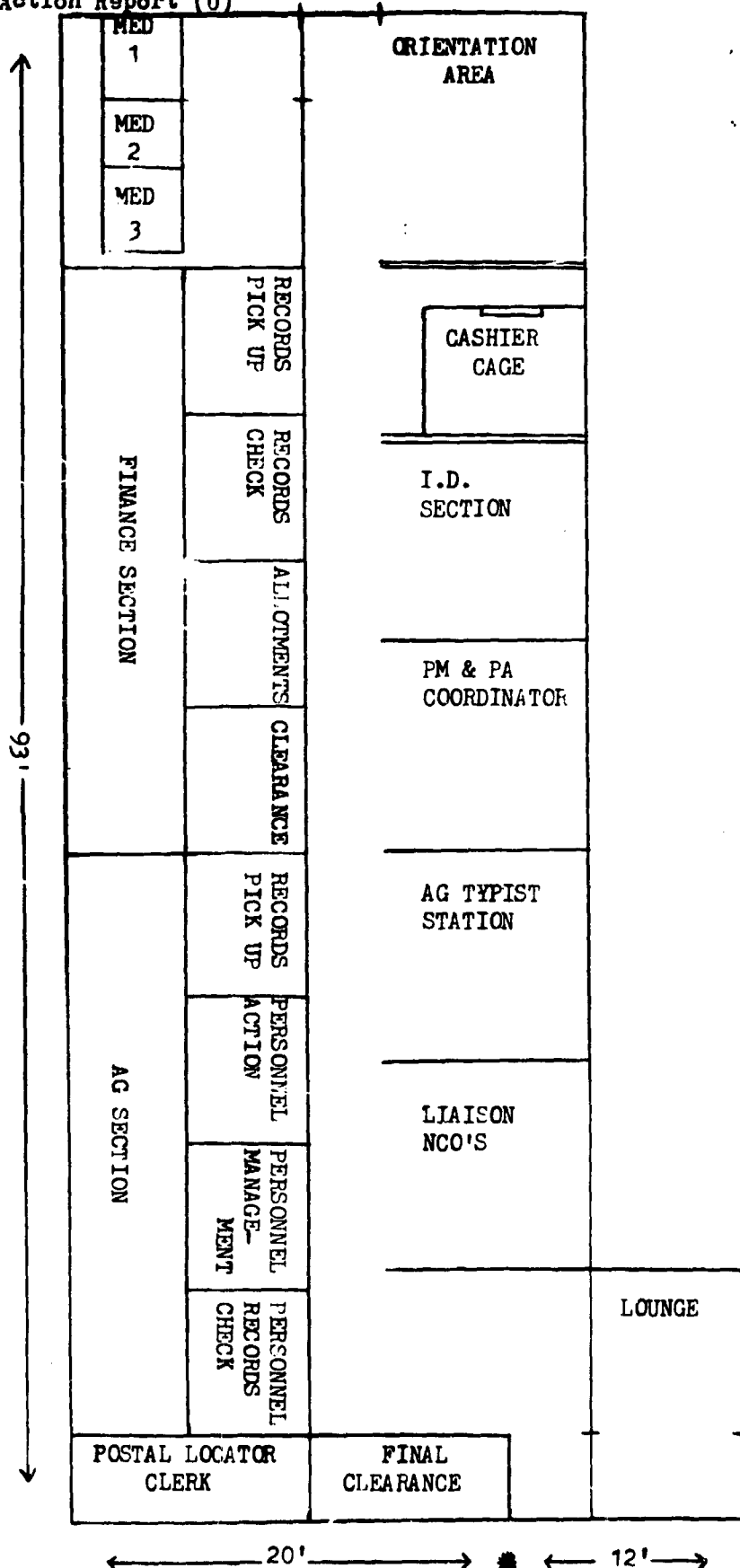
PT 5: FINAL AG CLEARANCE

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(IF RECORDS MAILED)

CERTIFIED MAIL NR \_\_\_\_\_ DATE \_\_\_\_\_

TAB K (Outprocessing Complex) to Appendix 6 (Adjutant General) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)



A-6-K-1

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Appendix 7 (Finance) to ANNEX A (Personnel and Administration) to 3d  
Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. GENERAL: Redeployment objectives were established as follows:

- a. Outprocess personnel for reassignment or redeployment with a minimum of delay.
- b. Continue to provide full financial service until date of final inactivation/redeployment.

2. CHRONOLOGY OF EVENTS:

- a. 4 August 1970. Close agent accounts for non-Brigade units.
- b. 6 August 1970. Transfer records of non-Brigade personnel serviced.
- c. 8-9 August 1970. Move finance office to redeployment staging area.
- d. 26 August 1970. Establish processing point for in-country reassignees. Complete training of processing personnel.
- e. 1 September 1970. Start processing of in-country reassignees.
- f. 1 October 1970. Transfer C-Day responsibility to 22nd Finance Section.
- g. 10 October 1970. Complete processing of in-country reassignees.
- h. 11 October 1970. Outprocess honor guard.
- i. 12 October 1970. Terminate disbursing operations.
- j. 14 October 1970. Submit final reports and retained accounts.

3. PROBLEMS, LESSONS LEARNED AND RECOMMENDATIONS:

a. Processing Unscheduled Personnel.

(1) Problem: Personnel were processed for in-country reassignments during the period payrolls were in hands of unit class A agent.

(2) Discussion:

(a) The original processing schedule indicated no personnel would be reassigned prior to 3 September 1970. Based upon that schedule, payrolls were advanced to unit agents with instructions to return the payrolls NLT 2 September 1970 for those units to process first. This was done so that a copy of the monthly pay voucher could be placed in the member's Financial Data Records Folder prior to departure from this command.

(b) Subsequent to publication of the original schedule a decision was made to process 40 EM on 1 September. All these men were on unit payrolls

which would not be returned prior to 4 September. These payrolls, including the funds to be paid, were prepared and awaiting distribution, therefore it became necessary to make adjustments to assure payment of these personnel as they processed out of the Brigade.

(3) Recommendation: That the Finance Officer be advised of actions to occur during a payday period so that appropriate adjustments can be made to the payrolls.

b. Auditing of Financial Data Records Folders (FDRF).

(1) Problem: All FDRF's must be audited prior to reassignment of personnel.

(2) Discussion: The audit of FDRF's must be done shortly before the member's departure from the command but in sufficient time to assure the corrections are included in the final pay at the old command. This action requires sufficient advance alert on the scheduled redeployment/inactivation and adequate personnel to complete the audit in the time allowed.

(3) Recommendation:

(a) That the Finance Officer be alerted to the expected unit redeployment at the earliest possible date.

(b) That the finance office be fully staffed or an augmentation be provided to assure completion of the audit prior to the final unit payday.

Appendix 8 (Staff Judge Advocate) to Annex A (Personnel and Administration)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. Purpose: To report all required actions initiated for redeployment of this section.

2. General:

a. Legal Assistance: Legal assistance clients were referred to other legal offices; Long Binh Post Legal Center and SJA, II Field Force.

b. Arrangement: were made for a military judge to be available 16, 18, 19, and 21 September for the trial of seven pending cases. All cases were referred to trial by CO, 3d Brigade, were tried by 22 September.

c. Claims: All claims, investigations and files, related to a possible Foreign Claim against the US Government, were hand-carried to the Foreign Claims Commission in Saigon on 12 September. As of 15 September, all claims for damaged, lost or destroyed personal property were forwarded to SJA, II Field Force for adjudication. A final Claims Administrative Report was forwarded to Chief, US Army Claims Service on 1 October.

3. Redeployment Concept:

a. Arrangements were made with Foreign Claims Commission in Saigon, to forward all claims files related to a possible Foreign Claim prior to redeployment.

b. Arrangements were made with SJA, II Field Force to forward all claims for personal property damaged, lost, or destroyed for adjudication, filed against the government after 15 September 1970.

4. Chronology of Events:

a. 2 September. The legal library was transferred to SJA, II Field Force.

b. 3 September. The advance party of SJA moved from Tan An to Di An.

c. 6 September. The remaining personnel of the SJA moved to Di An.

d. 10 September. Legal assistance was terminated.

e. 12 September. Claim files related to a possible Foreign Claim hand-carried to the Foreign Claims Commission in Saigon.

f. 15 September. Processing of personal claims by this office terminated.

g. On 15 September, this office was informed by AG that personnel pending court-martial action on 2 October would be transferred under flagging action as USARV assets.



**5. Discussion:**

a. Files related to a possible Foreign Claim were forwarded to the Foreign Claims Commission in case a claim was filed arising out of an incident involving a member of this command after redeployment.

b. Every effort was made to complete all pending court-martials received at this headquarters before redeployment.

Appendix 9 (Information) to Annex A (Personnel and Administration) to  
3d Brigade, 9th Infantry Division KEYSTONE ROBL After Action Report ( )

1. PURPOSE: To review and evaluate the activities of the Information Office in providing information coverage and policy support to the redeployment of the 3d Brigade, 9th Infantry Division.

2. GENERAL: Information Office redeployment objectives were established as follows:

- a. To minimize speculation and reduce rumors concerning redeployment;
- b. To minimize adverse civilian press coverage;
- c. To maximize public awareness of the ability of the RVNAF to assume the mission within the Brigade's TAOI.
- d. To maximize the public awareness of the unit's contribution to the American effort in Vietnam.

3. REDEPLOYMENT CONCEPT/ORGANIZATION/PLANNING

a. Basic information policy was the dissemination of the maximum amount of information available to the civilian and military media and the unit's own personnel. Before the public announcement, a significant amount of background material was compiled in a press kit (contents outlined in Tab A) for distribution to the media. News releases and photographs of specific events were distributed in a timely fashion throughout the redeployment phase. In addition, press calls and information was fed to the USARV Media Liaison Officer at JUSPAO for dispersal to any interested civilian media representatives.

b. No special organization was required although the office was augmented with one additional combat correspondent on 1 August 1970 and received operational control of the three photographers of the 56th Signal Office Photo Section on 25 August. Thus, during the redeployment planning and execution phase, the Brigade Information Office consisted of 4 personnel of the 19th PI Det (1 officer, 2 combat correspondents/newspaper editors, and 1 clerk-typist) and 4 personnel from HHC, 3d Bde (1 officer, 1 NCO, 1 combat correspondent, and 1 combat artist) besides the 3 photographers. This task organization was completely adequate for the coverage involved and allowed maximum geographic coverage of events at locations away from the Di An standdown site.

c. Detailed planning was done to insure completion of projects and clearance procedures before "target dates" and to facilitate the move of the Information Office operation from Tan An to Di An. It was anticipated that major press interest would occur during the first week of September and therefore the majority of personnel and equipment were transferred to Di An on 29 August. The Information Officer and one combat correspondent remained at Tan An and moved to Di An on 8 September.

d. In order to insure an orderly photographic coverage of redeployment activities, the Information Office assumed responsibility for all photographic work on 25 August when the photo lab closed at Tan An. Through Signal channels, support was obtained on processing and printing from the 53d Signal Battalion at II Field Force.

#### 4. CHRONOLOGY OF EVENTS:

a. 7 July 70. Information Officer notified of KEYSTONE ROBIN and began prior planning, evaluation of capabilities;

b. 10 July 70. Initial discussion with USARV Information Officer concerning guidance and recommendations for press kits;

c. 13 July 70. Memorandum from USARV Information Office outlining requirements for the contents of the press kits;

d. 1 August 70. Coordination through Signal channels enabled mass printing of 12 different photographs by Southeast Asia Pictorial Center (SEAPC). The 150 sets of photographs were used in the press kits;

e. 5 August 70. Initial press kit completed as contingency against a premature release;

f. 17 August 70. Per a command letter from II Field Force (attached at Tab B), a recommended public announcement plan was submitted. This command requested a 1 September announcement for the entire unit.

g. 24 August 70. Release submitted to MACOI and clearance obtained. Photographs and press kits were now complete.

h. 25 August 70. Information Office assumed all photographic coverage and received operational control of 56th Signal Company photo personnel.

i. 27 August 70. Received notification from USARV-IO that II Field Force had recommended a 22 September announcement date and that this recommendation had been forwarded to MACOI.

j. 28-31 August 70. During this period of time, the public announcement date remained in question and effort was made to gain a firm decision on the announcement date.

k. 1 September 70. Associated Press identified 3d Bde, 9th Inf Div and 199th LIB as the two major units in the redeployment (attached at Tab C). AFVN used this AP story as the basis for major news items at 1800, 2100, 2300, and 2400 news (both TV and radio).

l. 2 September 70. Morning release of MACOI contained announcement that five units of the 3d Bde, 9th Inf Div had commenced standdown at Di An for subsequent redeployment and/or inactivation. Meanwhile, AP story received heavy front-page play in stateside newspapers. (Attached at Tab D). Message received from USARV with prepared announcement schedule outlining release of subordinate units until 22 September when Brigade was announced.

m. 3 September 70. Stars and Stripes carries AP article on redeployment (attached at Tab E).

n. 7 September 70. Message received from MACOI confirming acceptance of USARV announcement dates.

o. 8 September 70. Public announcement of 6/31.

p. 15 September 70. Public announcement of 2/47.

q. 17 September 70. Public announcement of 571st Engineer Company.

r. 20 September 70. Issue of Go Devil featuring redeployment of 6/31 and 5/60 was distributed.

s. 22 September 70. Public announcement of 3d Brigade, 9th Infantry Division (minus) and distribution of press kits by USARV Media Liaison Officer and through mail.

t. 26 September 70. Press call on honors ceremony.

u. 5 October 70. Final issue of Go Devil (12 pages) is distributed.

##### 5. DISCUSSION:

a. Civilian press interest: There was minimal interest in the redeployment although both UPI and AP sent photographers to Tan An on 2 and 3 September and Stars and Stripes made inquiries. It is apparent that the news value of redeployment besides the original impact of the large reduction spaces in Vietnam is rapidly declining.

b. Public Announcement Data: Delay of a public announcement created a number of last minute problems in all areas of the redeployment operation. In addition, the failure to make the announcement for the entire brigade on the first day of standdown hampered both the command and public information programs as well as causing credibility problems for the brigade's information office in dealing with civilian press and personnel of the brigade.

(1) Review of events leading to the fixing of a public announcement date of 22 September for the 3d Bde 9th Inf Div could be of value to commanders and information officers involved in future redeployments. Discussions with information personnel led to a preliminary assumption by the brigade that the announcement would be made on 1 September, the initial standdown date for the first units of the brigade to redeploy and/or inactivate. The message from II Field Force Information Office of 15 August requested a proposed announcement plan, which was submitted to II Field Force on 17 August. Since notification was received that the recommended date of 1 September was not acceptable, the 3d Bde continued plans for a series of actions on that date to include a commander's letter to all personnel explaining personnel policies and procedures; declassification plans for the Keystone Robin Operational Plan; distribution of a press release and press kits; and an intensive public information program on the successes of the GVN in Long An Province.

(2) On 24 August, the USARV Information Office informed the Brigade that II Field Force had 22 September as release date for the announcement that the total brigade would redeploy.

(3) Local command interest and further coordination with MACV, USARV, and II Field Force resulted in a recommendation of the 22 September date, which this command felt was unacceptable. The result was a revised public announcement schedule put out on 1 September and received on 2 September which proposed announcements on separate subordinate units as they stood down until 22 September when the release on the Brigade would be made.

(4) The problem was further complicated by an Associated Press release of 1 September and its large scale "play" in stateside newspapers as well as on AFVN and in Stars and Stripes. The AP release identified the brigade as one of the major units involved in the Phase IV redeployment. Therefore, for all practical purposes, the announcement had been made on 1 September.

(5) On 2 September in the morning communique, the fact that five units of the 3d Brigade had commenced standdown was announced by MACOI. The announcement for the total brigade was not made by MACOI until 22 September.

(6) Failure to announce the entire brigade and the subsequent strait-jacket which this decision placed on the information effort had several results:

(a) The preparation of the press kits became almost meaningless since all press interest was centered in the first week of September, but no press kits could be distributed until 22 September. Thus, benefits of background information on the brigade plus the GVN success in Long An Province were lost until after the redeployment news value had passed.

(b) Any commander's letter to all personnel of the brigade became impossible due to a continuation of security classification. The cancellation of this letter led to some adverse speculation and rumor concerning reassignment and DEROS drop possibilities.

(c) Adequate dissemination of command information through the unit newspaper was significantly handicapped by the lack of a public announcement. The Information Office was forced to a 4-page unit newspaper discussing only two battalions on 20 September (when one-half of the brigade personnel still remained). A final 12-page issue containing an explanation of redeployment and its significance only reached 400 personnel who remained on 5 October.

(d) The scheduled declassification of the OPLAN to "For Official Use Only" was delayed until 22 September, thus creating several communication problems, particularly with GVN awards officials or tactical counterparts and in coordination work with Fort Lewis officials.

#### 6. SIGNIFICANT PROBLEMS, LESSONS LEARNED, AND RECOMMENDATIONS:

a. Problem: Delay in determining the public announcement date had detrimental side effects on the information program during this redeployment.

(1) Lessons Learned: It is imperative that headquarters of redeploying units push strongly on both an operational and information level for an early decision by Field Force, USARV, and MACV headquarters on a public announcement date. This decision should be firm no later than one week prior to the first day of standdown.

(2) Recommendations: The headquarters of a redeploying unit should monitor clearly the decision-making process on this issue to insure that their recommendations are given proper consideration.

b. Problem: The public announcement of the brigade after all infantry battalions have left the field negates positive information—command and public—goals.

(1) Lessons Learned: The system of announcement in which battalions and subordinate units are announced as they standdown until the final unit leaves the field, diminishes the ability to distribute information to the individual soldier due to security classifications and results in a credibility gap with the civilian press since it is apparent that the unit is redeploying and yet the brigade information office can neither confirm nor deny that the unit is redeploying.

(2) Recommendations: Particularly in the case of a separate brigade, the public announcement of redeployment should be made for the total unit on the first day of the first unit's standdown.

c. Problem: The loss of organic photographic laboratory facilities requires prior coordination for support and an increase lag time in the release of photographs.

(1) Lessons Learned: Successful prior coordination with a photo lab at higher headquarters means a smooth transition in processing and printing film. In our case, for example, the Brigade Signal and Information Officers in mid-August coordinated with 53d Signal Battalion's photo detachment for support. The reliance on an outside laboratory, however, eliminates "quick release" capability particularly if the lab is geographically separated from the standdown site.

(2) Recommendations: If at all possible, the organic photo lab support should be retained as long as possible. As a second option, support should be gained from a photo lab on the same standdown site. Finally, support as obtained by this brigade should be used.

d. Problem: Photo coverage of redeployment of a separate brigade for Department of the Army does not require a full photographic team.

(1) Lessons Learned: A lack of continuous events to film by a S&P3 or other DA record photo team hurts the requirements for input from the parent photo unit and thus necessitates the withdrawal of the team from the area.

(2) Recommendations: The parent units of the DA record photo team in coordination with the redeploying unit's information officers work out an acceptable schedule for the use of one photo team for an entire Military Region. Such coordination would allow complete coverage of all units, mean increased total footage or still photographs, and insure maximum utilization of photographic team in other areas by the parent organization.

TAB A (Contents of Presskit) to Appendix 9 (Information) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

SUBJECT: Contents of Press Kit

1. Significant Events listing of the brigade's history since reactivation of the 9th Infantry Division in January 1966.
2. History of the 9th Infantry Division in Long An Province.
3. Summary of participation in the Cambodian operation.
4. Listing of units in the brigade.
5. Commander's biography and photograph
6. Statistical fact sheet on Civic Action projects and decorations (individual)
7. Names of major unit commanders and sergeants major down through battalion level (to include hometowns and brigade staff)
8. Fact sheets on brigade's orientation brochure
10. 12 photographs, showing various aspects of the brigade's mission
11. List of past commanders
12. Copy of the 3d Bde IO release on redeployment



1AB B (Public Affairs Guidance on Redeployment) to Appendix 9 (Information) to  
ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN after  
Action Report (U)



DEPARTMENT OF THE ARMY  
HEADQUARTERS, II FIELD FORCE VIETNAM  
APO SAN FRANCISCO 96266

AVFB-IO

10 AUG 1970

SUBJECT: Public Affairs Guidance on Redeployment (U)

TO: See Distribution

1. (C) This letter amplifies and explains procedures for submitting material on redeployments to the Military Assistance Command Office of Information (MACOI) before standdown, and subsequent use of cleared material by subordinate commands.

2. (C) Information suitable for release upon standdown of units will be provided directly to MACOI, with information copies to the Information Office, this headquarters, NLT 48 hours prior to standdown. This information will be classified and treated as closehold (LIMDIS) until initial release by MACOI. The following is required:

- a. Mission of unit in Vietnam.
- b. Name of commander and name of senior NCO at standdown (and at redeployment if different).
- c. Unit history
- d. Arrival date in Vietnam.
- e. Summary of accomplishments and decorations earned in Vietnam.
- f. Quotes from higher commanders, if available.
- g. Details of departure, indicating departure point, destination, numbers and types of equipment and personnel departing, and recommendations for press coverage of departure, including available press facilities and command designated to coordinate press arrangements for departure coverage.

3. (U) MACOI will clear and return proposed releases containing the above information and will extract sufficient information in the case of major units to make the initial press announcements in Saigon. Units may use cleared material after initial standdown/redeployment announcement by MACOI. The space reduction figure will be determined and released by MACOI, and may be used in subsequent releases by subordinate commands.

A-9-B-1

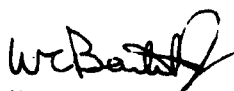
66

AVFB-IO

SUBJECT: Public Affairs Guidance on Redeployment (U)

4. (U) After standdown date, all subsequent press releases must be submitted to the Information Officer, USARV, for further clearance by MACOI before release to the press. Information copies will be provided the Information Officer of this headquarters.
5. (U) MACOI will handle deactivations similarly, announcing major inactivations in Saigon, and clearing proposed releases on smaller units/activities for use by field Information Officers.
6. (U) This headquarters will monitor redeployment information programs of subordinate units and insure compliance with the instructions contained herein.
7. (C) Because of the time between standdown dates of some major units and their parent headquarters (battalion, brigades), release of information on smaller units might cause speculation and rumor or jeopardize security of other units. Addressees should recommend an announcement plan, including time to identify the battalion/brigade as part of the redeployment increment. Security of units and release of information to reduce speculation are governing factors. Accordingly, those units in the redeployment increment to be completed by 15 October 1970 will submit their announcement plan to the Information Officer, this headquarters, NLT 17 August 1970.

FOR THE COMMANDER:

  
W. C. BARTEL, JR.  
CPI, AGC  
Asst AG

DISTRIBUTION

1st Cav Div  
25th Inf Div  
3d Bde/9th Inf Div  
11th ACR  
199th LIB  
12th Av Gp  
CMAC  
Co A, 5th SFG (ABN)

A-9-B-2

TAB C (Original Associated Press Article on Redeployment) to Appendix 9  
(Information) to ANNEX A (Personnel and Administration) to 3d Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (II)

**SUBJECT: Original Associated Press Article on Redeployment**

## **Two Brigades to Leave War**

Saigon (AP)—The U. S. 190th Light Infantry brigade and the 3rd brigade of the 9th Infantry division will be deactivated within the next six weeks as part of the American troop cutback in South Vietnam, informed sources disclosed today.

The disbanding of the two units, which helped defend Saigon in the Communists' 1968 Tet offensive, will reduce American strength about 18,000 men.

The brigades are the first major combat units to be pulled out in the fourth phase of President Nixon's withdrawal program. That phase will reduce authorized American troop strength in Vietnam to 322,000 by October 15.

(This particular article was in Kansas City Star, 1 Sept 70)

TAB D (Associated Press article of 2 September) to Appendix 9 (Information) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KTYTOWN ROBIN After Action Report ("")

SUBJECT: Associated Press Article of 2 September

# VIET SLOWDOWN BY U.S.

## Two New Moves Made to Disengage American Forces and Transfer More Responsibility to South Vietnamese

Saigon (AP)—The United States pushed ahead today with two new moves to disengage American forces from Vietnam, and the U. S. commander, Gen. Creighton W. Abrams, said the ability of the South Vietnamese to defend themselves "has been greatly enhanced."

On the battlefields, U. S. and South Vietnamese forces remained on the alert for attacks to mark North Vietnam's National Day today and the first anniversary Thursday of the death of President Ho Chi Minh. But so far the anticipated upsurge had not occurred. Government forces claimed 51 enemy killed in two clashes in the Mekong delta 45 and 130 miles southwest of Saigon and said their own casualties were light.

In the latest step in the Vietnamization program, the U. S. Army transferred for the first time a complete helicopter company of 31 UH1 Huey helicopters worth nearly 8 million dollars to the South Vietnamese air force. American officers said it was the beginning of a program

of transfers of entire helicopter companies.

The transfer ceremony at Bien Hoa air base 15 miles northeast of Saigon was held a few hours after an announcement from the U. S. Command confirming a report yesterday that two American combat brigades totaling about 10,000 men are being disbanded. They are the 199th Light Infantry brigade and the 3rd brigade of the 9th Infantry division.

The helicopter company that was turned over to the Vietnamese, the 280-man 190th Assault Helicopter company, also is being disbanded.

Abrams said in an address at the helicopter transfer ceremony, "The work to make this day possible began many, many months ago with the training of pilots, the training of technicians and the training of ground crews. It's taken a lot of hard work and determination so that this day could happen.

"This is just one milestone, one step of what has been happening for some time now here in South Vietnam. This all means increased capability, in-

creased fighting ability, increased professional ability among all the armed forces of South Vietnam, and their capacity and their determination, their capability to defend their own people and their own government has been greatly enhanced over these last many months."

The U. S. Command said there was 25 enemy rocket and mortar attacks from 8 a. m. yesterday to 8 a. m. today, and that an American A4 Skyhawk fighter-bomber and a helicopter were lost yesterday. The command said one American was killed and two were wounded in the shelling, the Skyhawk pilot was missing, and two Americans aboard the helicopter were wounded.

In Cambodia, a government spokesman said North Vietnamese and Viet Cong reinforcements were pouring into the Srang area but Cambodian troops were launching fresh assaults to recapture the village 30 miles southwest of Phnom Penh. About 25 Cambodians were reported killed and 50 or more seriously wounded in the last four days of fighting for Srang.

(Kansas City Star, 2 Sep 70)

A-9-5-1

TAB 3 (Article in Pacific Stars & Stripes, 3 September 70, pg 6) to Appendix 9 (Information) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

SUBJECT: Article in Pacific Stars & Stripes, 3 Sept 70, p. 6

## 10,000 GIs to Go In Latest Cutback

SAIGON (AP) — The U.S. Command announced Wednesday the disbanding of two American combat brigades in a major cutback of American troops in South Vietnam.

An announcement from the command said nine units from the 199th Light Inf. Brigade and the 3rd Brigade of the 9th Inf. Div. "have commenced stand-down as a continuation of the fourth increment of U.S. troop redeployment from the Republic of Vietnam."

The two brigades total about 10,000 men. The reduction will lower American troop strength to 392,300. Another 8,000 men will have to be withdrawn in the near future to meet President Nixon's fourth phase withdrawal

goal of 384,000 men by Oct. 15.

The units that have begun standdown, headquarters said, include the following elements of the 199th Light Inf. Brigade:

Fifth Bn., 12th Inf.; 49th Inf. Platoon; 70th Inf. Det.; and the 503rd Chemical Det.

Units of the 3rd Brigade of the 9th Inf. Div. that have started their standdown included the 5th Bn., 60th Inf.; the 45th Inf. Platoon; the 39th Cav. Platoon; 65th Inf. Det.; and the 38th Chemical Det.

TAB F (Memorandum For Correspondence) to Appendix 9 (Information) to ANNEX A  
(Personnel and Administration) to 3d Brigade, 9th Infantry Division. 258-70  
Division KEYSTONE ROBIN After Action Report (U) 15 SEPTEMBER 1970  
MEMORANDUM FOR CORRESPONDENTS

SUBJECT: Fourth Increment of Troop Redeployment

USARV (LONG BINH) - The U.S. Army's 2nd Battalion (Mechanized), 47th Infantry, commenced stand down today as a continuation of the fourth increment of U.S. troop redeployment from the Republic of Vietnam.

The battalion will be reduced in-country to a color bearing detachment which will return to the United States where the unit will be inactivated. The remainder of the battalion's personnel will be returned to the United States using normal returnee procedures or reassigned to other units in Vietnam to complete their tours.

The battalion saw service in both world wars, and was one of the spearhead units at the Ludendorff Bridge near Ramagen in World War II. As a major element of the 3rd Brigade, 9th Infantry Division, the battalion arrived in Vietnam in December 1966 and has operated in both Military Regions 3 and 4. Since June 1968, the unit has operated principally in Long An and Bien Hoa Provinces and saw service in Cambodia as an element of the 1st Cavalry Division Task Force.

Commanded by Lieutenant Colonel Gary C. Williams of Tacoma Wash., the battalion has received two Valorous Unit Citations and three awards of the Republic of Vietnam Armed Forces Unit Citation: The Cross of Gallantry with Palm. Command Sergeant Major Joseph W. Godbout of Mills, N.J., is the battalion's senior non-commissioned officer.

Space reductions as a result of this redeployment are approximately 910.

- E N D -

Sample Memorandum for Correspondents distributed by MACOI

A-9-F-1

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Appendix 10 (Provost Marshal) to ANNEX A (Personnel and Administration) to  
3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. Purpose: To provide information on the activities of the Provost Marshal's Office associated with the redeployment of the Brigade.

2. General:

a. Commencing on 8 August 1970, the 483d Military Police Platoon and the HHC Military Police Platoon of the 3d Brigade, 9th Infantry Division began a phase-out of operations in Long An Province.

b. PMO activities continued until 15 September 1970, the date the AO was assumed by the 18th MP Brigade.

3. Chronology Of Events:

a. 1 July 1970. Upon reception of message that the 3d Bde, 9th Inf Div would redeploy, the Provost Marshal's Office began coordination and planning for the Movement.

b. 8 August 1970. An advance party was sent to Di An to establish liaison with the 300th Military Police Company and Provost Marshal's Office at Di An.

c. 5 September 1970. CID, office of 3d Bde, 9th Inf Div, closed. Their AO was assumed by Det D, 8th MP Gp (CI), 18th MP Bde.

d. 8 September 1970. PW Operations of the 3d Bde, 9th Inf Div, Long An Province, RVN, were discontinued. Records were forwarded to USARV PW Section.

e. 15 September 1970. PMO activities were discontinued by the 3d Bde, 9th Inf Div, Long An Province, RVN. The AO was assumed by the 18th Military Police Brigade.

f. 15 September - 10 October 1970. 3d Bde, 9th Inf Div Military Police augmented the 18th Military Police Brigade to police the stand-down base camp until 10 Oct 70.

g. Convoy operations continued until approximately 21 September 1970.

4. Discussion: Few problems were encountered throughout the redeployment. Necessary liaison was accomplished successfully. Highway traffic problems were minimal with no serious accidents reported. Military Police records were transferred to the proper authorities.

5. Problems, Lessons Learned, and Recommendations:

a. Military Police operations must be established in the area designated for stand-down. Advanced liaison party should be sent to coordinate with Military Police units having jurisdiction in the stand-down area. This facilitates learning the area and planning joint operations.

b. Arrangements must be made for a Military Police unit to take over responsibility of the area to be vacated.

c. Problem: Weapons registration was difficult due to the wide dispersal of 3d Bde, 9th Inf Div units.

(1) Lessons Learned: Attempts to have other Military Police units assist in weapons registration were not successful.

(2) Recommendation: Combined MI and MP's team for screening and registration of weapons work best and should be established in stand-down and redeployment operations.



Appendix 11 (Chaplain) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. PURPOSE: The purpose of this appendix is to relate problems, solutions and recommendations concerning the redeployment of the 3d Brigade, 9th Infantry Division Chaplain Section.

2. REDEPLOYMENT CONCEPT/ORGANIZATION AND PLANNING CONCEPT.

CONCEPT: Upon notification that the Brigade was being redeployed to CONUS, plans were made to provide religious coverage to all units during the standdown procedure and to develop a character guidance and religious program for troops in the actual standdown area.

3. CHRONOLOGY OF EVENTS:

a. 1 July 1970. The Chaplain Section was notified of the impending redeployment of the brigade. Immediate action was taken by the custodian of the Chaplain fund to cancel all publications, and to stop Chaplain Fund Activities as of 1 August 1970.

b. 1 August 1970. Rosters were made for personnel to include the dates when they would be released.

c. 20 August 1970. Property was transferred from the Chaplain's Fund to the 25th Infantry Division Chaplain's Fund. Religious property was sent through BSO to the Saigon Support Command Chaplain.

d. 1 September 1970. Two Chaplain's were sent to Di An to provide services for standdown troops. One chaplain's assistant was also sent to Di An.

e. 7 September 1970. After closing the Brigade Chapel all brigade assistants were sent forward to Di An. One chaplain and assistant remained at Tan An Airfield.

f.. 14 September 1970. The total brigade chaplain staff was in residence at Di An. Services were conducted in the standdown areas at Di An and each week services were conducted for the field units.

4. PROBLEMS AND LESSONS LEARNED:

a. One problem area was assistants. In planning for reassignment of EM, the section kept too many personnel. To solve the problem, coordination was made with AG to have some assistants shipped early, we also used our personnel in other sections of the standdown area.

b. For the standdown character guidance program, to have an effective turnout, strong command emphasis and very close coordination between the unit commander and the chaplain section was needed.

5. RECOMMENDATIONS:

a. It is recommended that Character Guidance be given to all outprocessing troops to help the men see what they have accomplished and what has happened to them emotionally.

b. It is recommended the USARV staff Chaplain's office provide guidance supplementary to the AR's for the disposal of Chaplain's Fund money and property.

c. Assistants should be kept in the unit at the ratio of one assistant per chaplain.

APPENDIX 12 (Civilian Personnel Office) to ARMA A (Personnel and Administration) to the 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

1. **PURPOSE:** To provide information on the handling of civilian personnel during the redeployment of this brigade.

2. **GENERAL:** Redeployment objectives were established as follows:

a. To terminate all civilian employees as expeditiously as possible, while maintaining sufficient manpower at all times.

b. To ensure prompt and correct payment of all civilian employees.

c. To maintain the Assistance In Kind (AIK) Fund at a level high enough to provide all units with the necessary funds.

d. To coordinate with the Saigon Area CPO regarding the future employment of all civilian civil service workers (clerks, typists, kitchen helpers, interpreters).

3. **CHRONOLOGY OF EVENTS:**

a. 27 August 1970. Arrangements were made with the Saigon Area CPO regarding the final payment of all civil service workers. It was agreed that all civil service workers would report to the Saigon CPO on 30 September. At this time, the employees would be paid all monies due them, to include Tet bonuses and two weeks' severance pay.

b. 2 September 1970. A list of all civil service employees, with their individual availability dates, was turned in to the Saigon CPO. This ensured that all employees would be placed on an "available work force" list as quickly as possible.

c. 3 September to 30 September. The AIK Fund was located at Di An. During this period, each unit's AIK account was closed out, excess cash was turned in, and vouchers for expenditures were turned in.

d. 3 September to 21 September: Adjutant 99th CS Support Bn was in charge of the time sheets and payrolls for the units still operating in the Tan An area. As sheets were turned in to the Saigon CPO on 21 September.

e. 30 September. The AIK Fund Account #115 (3d Brigade, 9th Infantry Division) was closed out. All vouchers and cash on hand were turned in to the Saigon Support Command, Long Binh.

**Appendix 13 (Post Exchange) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)**

1. **PURPOSE:** To provide the best possible service without creating excess stockage during the standdown phase of the exchange operation at Tan An.

2. **GENERAL:** Redeployment objectives were established as follows:

a. Close coordination between brigade and Southern Area Exchange Headquarters was made for a timely deactivation schedule in fulfilling the needs of the brigade while completing the down phase operation.

b. Maintain an adequate stockage level of merchandise which corresponded with the demand of these items.

c. Plans for the redistribution of military and civilian employees in similar job assignments were made wherever possible upon the redeployment of the brigade.

3. **REDEPLOYMENT PLANNING:**

a. Upon notification of the redeployment of the brigade, normal merchandise requests through the depot were cancelled to better control the stockage level. Resupply could then be obtained only through intra-exchange transfers between main stores. This action prevented the accumulation of slow-moving items by providing for only the demanded ones.

(1) Retail sales decreased due to the reduction of troop strength and the corresponding stockage level.

(2) Services also followed a downward trend as more troops were reassigned from the Tan An area.

b. The mobile PX service started its operation the day following the closing of the main exchange at Tan An. This operation was to provide PX services to those individuals who were remaining in the area and were without any normal exchange service. The mobile PX operation continued its operation every other day until 18 September 1970.

4. **CHRONOLOGY OF EVENTS:**

a. 23 July 1970. All merchandise orders and requests to the depot were cancelled following the initial announcement of the redeployment to the exchange system.

b. 3 September 1970. Resupply of merchandise was received from Cholon Exchange until this date, the cut-off date for intra-exchange transfers.

c. 31 August 1970. Only the essential and necessary items were being requested and stocked in the exchange.

d. 8 September 1970. The exchange ceased operation at the close of business.

e. 9-18 September 1970. PX mobile van operated at Tan An.

**5. PROBLEMS AND LESSONS LEARNED:**

a. Close coordination between the exchange and the exchange system was the only way of obtaining needed merchandise when requests were not adequately being filled through normal channels.

b. Advance planning plus constant coordination prevented problems from arising during this redeployment phase.

**6. RECOMMENDATIONS:** Maintain constant feedback and communication with the exchange system on the amount and kinds of merchandise which cannot be received through the normal exchange channel.

**7. RELOCATION:** During the standdown period, PX service at Di An was provided by the Di An Exchange which is under the Long Binh/Bien Hoa Area Exchange. Their stockage of merchandise was adequate to the needs of redeployment.

Appendix 14 (Open Mess) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. PURPOSE: To summarize how the 3d Brigade, 9th Infantry Division Open Messes were dissolved.

2. GENERAL: Upon notification that the Open Messes would dissolve, plans were made to close the system in such a way that service would be maintained until only a few days prior to the final withdrawal. The Officers' Open Mess would close early with the NCO/EM Mess supporting the officers for the remainder of the time. In addition, the NCO/EM system would open Officers and NCO/EM annexes in Di An. Redeployment concepts and chronology of events is concentrated on the Officers' Open Mess since the NCO/EM system closed in the same manner only at a later date. Discussion of problems and recommendations pertain to both systems.

3. REDEPLOYMENT CONCEPTS:

a. Upon notification that the Open Mess systems would dissolve, detailed plans were made to include disposition of assets and liquidation of accounts payable.

b. It was requested that personnel from VOMA visit the systems to provide guidance and answer questions that might arise.

c. A complete list of all fixed assets was sent to VOMA and the Saigon CPA.

d. Operations were immediately reduced upon notification that the systems would dissolve.

(1) Food operations were to be discontinued approximately 10 days prior to the closing of the system.

(2) Bulk inventories were to be reduced; restocking only high turn-over items.

e. VOMA would put a freeze on all fixed assets until notification was received from the CPA stating the disposition of assets. Nonessential assets should be disposed of as soon as possible.

f. Credit purchases would be stopped in time to liquidate all accounts payable before the terminal audit.

g. Ten days after the discontinuance of operations, a terminal audit would be performed by the USARV Comptroller. During these ten days, chits were to be redeemed, all remaining property would be disposed of, and a financial statement published showing the status of the system on the day that operations were discontinued.

h. After the terminal audit, a check for residual assets and records were to be forwarded to USARV Headquarters in accordance with USARV Reg 230-60, para 54.

#### 4. CHRONOLOGY OF EVENTS:

- a. 15 July 1970. Personnel from VOMA visited the Open Mess systems.
- b. 18 July 1970. A list of fixed assets was forwarded to VOMA and the Saigon CPA.
- c. 20 July 1970. Letters to creditors and insurance companies were sent out.
- d. 1 August 1970. A list was received from the CPA pertaining to the disposition of fixed assets. Upon receipt of the list, action was initiated to contact receiving Open Mess custodians and arrangements were made for transfer of assets.
- e. 15 August 1970. Food operations ended and release of employees was initiated.
- f. 21 August 1970. The final day of operations.
- g. 22 August 1970. The Officers' Open Mess was closed and a free issue of \$100 was given to each battalion. The Officers' annexes now operated under the NCO/EM system.
  - (1) All remaining inventories were transferred to the NCO/EM system.
  - (2) Remaining Vietnamese and American employees were rehired by the NCO/EM system.
  - (3) A check for \$400 was written to the NCO/EM system for costs to be incurred in opening the Officers' annex at Di An.
- h. 1 September 1970. All property, to include that transferred to the NCO/EM system, had been disposed of.
  - 1. 5-7 September 1970. A terminal audit was performed by the USARV Comptroller.
  - j. 18 September 1970. A check for residual assets and records were forwarded to USARV Headquarters.

#### 5. DISCUSSION:

- a. Contact was maintained with VOMA through out the process of dissolution and any questions that arose were referred to them. For example, the combining of the Officers' annexes with the NCO/EM system and the amounts of free issue were discussed with VOMA first.

b. In disposing of fixed assets, accurate records should be kept of all transactions. Every asset transferred or dropped should be recorded on the appropriate certificate. Items destroyed because of unserviceability or breakage should be backed up by a Certificate of Destruction signed by a disinterested officer. Issue and transfer slips should be used to transfer assets to other Open Messes.

c. The NCO/EM system remained open until 4 Oct. By this time they were operating only two annexes and most of their assets had been disposed of. The terminal audit was performed on 6 Oct.

#### 6. PROBLEMS AND RECOMMENDATIONS:

a. Problem- Deadlines for picking up assets were not met by receiving open messes.

Recommendation- When these deadlines are not met, the CPA should authorize the dissolving open mess to transfer the asset to the nearest open mess.

b. Problem- No invoice was received from Class I for the month of July and August.

Solution- Payment was made with DA Form 3161 in place of the invoice.

Recommendation- To prevent such confusion, letters should be sent to all creditors as soon as possible in order for accounts payable to be liquidated by the time the terminal audit is performed. VOMA should be informed of all outstanding payables and receivables that cannot be liquidated by the time the audit is performed.



Appendix 15 (Medical) to ANNEX A (Personnel and Administration) to 3d Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. PURPOSE: The purpose of this appendix is to review the actions taken by the Brigade Surgeon's Office upon initial announcement, during the execution of, and upon final completion of redeployment.

2. GENERAL: The Brigade Surgeon's Office continued its normal duties and functions, and, in addition, provided detailed plans for coordinated medical support of the Brigade during redeployment and was responsible for medical outprocessing of Brigade personnel.

3. REDEPLOYMENT CONCEPTS:

a. The Brigade Surgeon's Office continued to maintain its supervisory position over all medical aspects of the command. The normal objectives and functions of the Surgeon's office continued without any increase or disruption. Upon announcement of redeployment, this office directed all battalion and subordinate medical units to screen and correct medical records for any regulation deficiencies, as well as immunization, in order to meet redeployment criteria for medical outprocessing. To facilitate movement during redeployment, a gradual phasing out program was initiated to reduce unnecessary medical property. All excess, as well as unnecessary, TO&E medical items were turned in to BMSO prior to redeployment movement, and an emergency treatment set was issued to each unit, which provided for complete medical capabilities. This program allowed a several week period to turn in all medical property to the Brigade medical depot, and, in turn, to the 1/32d Medical Depot at Long Binh.

b. An advance medical party consisting of a physician and other medical personnel, as well as a BMSO representative, established an aid station and coordinated with the clearing station medical facility at the standdown area in order to facilitate coordinated medical support for Brigade personnel during standdown. This provided for an orderly and coordinated medical support, maintenance of medical records, and turn in of medical property items. The clearing station (C Company Med, 99th CSSB) provided normal medical support until the majority of Brigade personnel were re-located at the standdown area, at which time it underwent a phasing down of medical support and personnel. Upon departure of the last Brigade elements for standdown area, the remaining elements of the clearing station ceased operation, and the 45th Air Ambulance support elements stationed at the clearing station were released to another unit. The Brigade liaison personnel (as well as hospital staff) of the principal evacuation hospitals (3rd Field, 93rd Evac, 24th Evac, and 12th Evac) were notified in advance to anticipate an increase in patient load during the phasing out of the Brigade clearing station.

c. Also, because of the movement and dispersion of Brigade personnel during this period, sanitation standards were strongly emphasized, and coordination with the 20th Preventive Medicine Unit was established to facilitate maintenance of a satisfactory level during this period. Two specialists were provided temporarily, one being utilized at the standdown area and the other at the basecamp.

d. Medical outprocessing was done utilizing one physician and five medical corpsmen. Individual health records from battalions were systematically organized prior to each day's outprocessing, having been previously screened at battalion level. Malaria debriefing, dispensing of required malaria prophylactic medication, and giving of deficient immunizations were efficiently done in the outprocessing center.

e. The 20th Preventive Medicine Unit and PA&E representatives from Long Binh were consulted regarding procedures for inspection and certification of retrograde cargo to prevent any shipment of infested items.

f. Upon arrival at standdown area, all unit aid stations were discontinued, the remaining medical items turned in to a BMSO representative, and medical personnel ceased their unit responsibilities. At that time, medical officers, as well as other medical personnel, were utilized at the Brigade Aid Station. Reassignment of AMEDS officer personnel was coordinated with the USARV Surgeon's Personnel Department, each officer being released when his duties were no longer required.

#### 4. CHRONOLOGY OF EVENTS:

a. 5 August 1970. Coordination with the 11th ACR Clearing Station and Medical Battalion at standdown area was established, with the agreement that all 3rd Brigade personnel would be screened at the Brigade Aid Station prior to any referrals. Also, agreement to requisition any medical items through their supply channel was completed.

b. 10 August 1970. A Brigade Aid Station was established at the standdown area, consisting of one physician from the 3rd Brigade Clearing Station, six medics, and a BMSO representative. The 11th ACR Clearing Station provided the second echelon medical support.

c. 23 August 1970. The 2/4 Arty HSB Aid Station closed, completed medical property turn in, was issued an emergency care kit, and departed for standdown area.

d. 24 August 1970. A Brigade Aid Station was established at Tan An Main. offering limited medical care. Referrals were sent to the clearing station at Tan An Airfield.

e. 25 August 1970. The C Company (Med) Clearing Station ceased acceptance of patients for hospitalization.

f. 28 August 1970. Medical outprocessing center established at standdown area.

g. 1 September 1970. The 3rd Brigade Clearing Station evacuated all hospitalized patients and the drug amnesty treatment facility ceased operation.

h. 10 September 1970. The 3rd Bde clearing station phased down its function as a clearing station, providing only limited medical support and emergency treatment, utilizing two physicians. Dental support also ceased.

i. 15 September 1970. Brigade Aid Station at Tan An Main closes, accompanying the last Brigade headquarters elements to standdown area.

(1) The Brigade BMSO closes, with the medical supply officer moving to standdown area in order to complete turn in of medical property items from units standing down.

(2) Third Brigade Clearing Station provides only limited emergency care, reducing personnel to two physicians and eight medical corpsmen. Dustoff facilities continue as previously.

j. 20 September 1970. The 3rd Brigade Clearing Station ceased functioning, accompanying the last of the 3rd Brigade personnel enroute to standdown area. Dustoff operations cease, coverage for the departing convoy being furnished by the 45th Air Ambulance Detachment operating from Dong Tam.

Appendix 16 (Acting Inspector General) to Annex A (Personnel and Administration)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Actions Report (U)

1. PURPOSE. To summarize the activities of the Acting Inspector General section prior to and during the Brigade's standdown for deactivation.

2. GENERAL.

a. Congressional Correspondence. It was anticipated that due to the redeployment program allowing only a few individuals to return to CONUS, numerous inquiries would be received questioning this process. Special messages were drawn up to fully explain what criteria was utilized in selecting the individuals to be rotated both within country and to CONUS.

b. Complaints and Requests for Assistance. The policy of the Acting Inspector General did not change throughout the redeployment process. The Enlisted Men as well as other individuals under the control of the Brigade, were encouraged to utilize the services offered if any problems affecting them arose.

3. REDEPLOYMENT CONCEPT. Provisions were made to insure the forwarding of any congressional inquiry concerning a man of this Brigade transferred within country or back to CONUS. Special emphasis was taken to insure that the men of this Brigade were given every opportunity to register complaints and to seek needed assistance.

4. LESSONS LEARNED. Due to the fact redeployment information was known by all individuals within the Brigade, as soon as released, the level of Requests for Assistance and Congressional Inquiries were at a minimum.

Appendix 17 (Nonappropriated Funds) to ANNEX A (Personnel and Administration)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

1. **PURPOSE:** To describe the method of termination for all unit funds, the Brigade Chaplain's Fund and the Official Missions Activities Fund.

2. **GENERAL:** At the time of inactivation there were 23 unit funds, 1 Chaplain's Fund and 1 Official Missions Activities Fund. The unit funds came under the 25th Division Central Post Fund for receipt of dividends and the OMA Fund received its support from the II Field Force OMA Fund.

3. **PLANNING:**

a. Unit Funds: The Central Post Fund custodian prepared disposition instructions (TAB A) which would terminate the funds at the unit level prior to standdown and yet still provide for the welfare and morale of the troops during the standdown period. The disposition procedures were approved by the USARV Central Welfare Fund prior to implementation. The instructions were distributed to all unit fund custodians at least three weeks prior to the projected close out date.

b. Chaplain's Fund: The custodian of the fund coordinated with the USARV Chaplain's Office on the disposition of the fund property and the remaining cash.

c. OMA Fund: The OMA Fund would be maintained throughout the standdown period and would be used to pay for all official functions.

4. **CONCEPTS:**

a. **Unit Funds:**

(1) The units would be allowed to continue to spend their money after it had been transferred to the Central Post Fund.

(2) All serviceable unit fund property would be transferred to other units funds under the Central Post Fund. Unserviceable property, property which had been lost or destroyed through fair wear and tear and property which could not be accounted for would be disposed of or written off in accordance with USARV Reg 230-22.

(3) Separate company and battalion consolidated unit funds could be audited by a field grade officer at brigade headquarters. Company unit funds would be audited by a field grade officer within that respective battalion.

b. **Chaplain's Fund:**

(1) Contributions would be made to other Chaplain's Funds throughout Vietnam, and any remaining money would be sent to the Chief of Chaplains in Washington.

(2) Fund property would be transferred to other Chaplain's Funds.

c. OMA Fund: After all official functions are completed the fund will be audited, closed out and any remaining money turned in to II Field Force OMA Fund.

## 5. DISCUSSION:

### a. Unit Funds:

(1) Prior to the terminal audit, serviceable property was transferred to gaining unit funds in accordance with para 3 of the disposition instructions. In cases where the property had not been transferred prior to the terminal audit, it was transferred to the Central Post Fund custodian on the day of the unit fund turn-in. In cases where the units did not standdown until quite sometime after the turn-in date, the property was transferred to either a gaining unit fund or the Central Post Fund and hand receipted back until such time as the unit no longer required use of the property.

(2) A final check for the remaining balance in each fund at the time of the audit was submitted with two copies of the terminal audit to the Central Post Fund custodian on the turn-in date.

(3) With the money turned over to the Central Post Fund, there were two methods in which a unit could make an expenditure. First, the unit could make the purchase with other than fund money and then submit a DF with copies of the receipts requesting reimbursement. When the Central Post Fund custodian received these documents he would reimburse the person making the expenditure. Second, the unit would inform a previously designated representative in the brigade SI of how much they intended to spend, and the SI representative would obtain a check for that amount from the Central Post Fund custodian. This method has one drawback which will be discussed in lessons learned.

b. Chaplain's Fund: All the fund property was transferred and cash donations were made to other Chaplain's Funds. A copy of the audit along with a check for the remaining cash balance was forwarded to the Chief of Chaplains.

c. OMA Fund: A terminal audit was conducted after there were no other expenditures to be made. Two copies of the audit and a check for the remaining balance in the account were submitted to the OMA Fund custodian at II Field Force.

## 6. PROBLEMS, LESSONS LEARNED AND RECOMMENDATIONS:

a. Problem: When a unit requested a check from the Central Post Fund to make a purchase from the commissary it was difficult to make the amount of the purchase agree with the total of the check written by the custodian.

Discussion: The difficulty in making the amount of the purchase agree with the written check is brought about by a service charge levied against all items that are not purchased in case lots. The service charge is computed by taking the total cost of all individually purchased items and multiplying it by a certain percentage.

Solution: Price all required food items the day before the purchase and make only bulk purchases, thereby eliminating the service charge. If this results in excess items, they can be passed on the the next unit having a standdown party.

b. Problem: Units were not able to receive a discount on bulk purchases of beer and soda from the exchange nor could they make purchases without having ration cards punched.

Discussion: Exchange regulations require a unit fund to have a VRE account number before it can make bulk sales and receive a discount on the purchase. Because the funds had been closed out, they no longer possessed VRE account numbers, and the Central Post Fund had never acquired an account number from the VRE.

Solution: The Central Post Fund acquire a VRE account number. This would allow all purchases of beer and soda to be made without using ration cards and the discount taken thereon.

TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriated Funds) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

DEPARTMENT OF THE ARMY  
Headquarters, 25th Infantry Division  
APO San Francisco 96225

AVDCPE-CPF

25 July 1970

SUBJECT: Instructions for Dissolving Unit Funds

( Commanding Officer  
3d Brigade, 9th Infantry Division  
APO San Francisco 96371

1. The procedures followed in closing unit funds as designated in this letter are designed to completely finalize all actions with respect to funds at whatever time your organization should be directed to redeploy. Although in some instances the required action may seem excessive, experience gained from units which have redeployed emphasizes the need for stringent controls.
2. The objectives of the dissolution procedure for unit funds are to:
  - a. Account for all financial and property assets.
  - b. Identify all liabilities and resolve them whenever possible.
  - c. Identify all potential problems which may arise after the fund is closed.
  - d. Ensure records are in order so that latently arising problems can be solved.
  - e. Transfer all financial and property assets to specified non-appropriated welfare funds.
  - f. Transfer records of liabilities and unresolved problems to the successor fund.
  - g. Retire records of closed funds.
  - h. Close all funds as quickly as possible to avoid having to do so during standdown.
  - i. Maintain troop welfare monies available for a maximum amount of time.



AVDCPF-CPP

25 July 1970

SUBJECT: Instructions for Dissolving Unit Funds

3. The following sequential steps should be followed to minimize the administrative workload in closing unit funds:

a. Cancel all outstanding orders and request confirmation of the cancellation. Even though a cancellation notice has been sent, the order must be considered outstanding until acknowledgment of cancellation is received from the vendor.

b. Review unit fund records for completeness and accuracy. Make necessary corrections.

c. Conclude litigation on any purchasing discrepancies and pay outstanding bills.

d. Hold a Unit Fund council meeting to determine final disposition of property; the council minutes must reflect council action. Dispose of all property. In all cases where accountability for property is dropped, duplicate statements will be signed by all council members describing the articles to be dropped and the reason for such action (Incl 1).

(1) Property which cannot be accounted for or which has been damaged or lost through other than fair wear and tear must be investigated (AR 15-6, AR 230-8, USARV Reg 230-22).

(2) Property which has been lost or destroyed through fair wear and tear in the course of normal operations that does not involve individual culpability or pecuniary liability may be dropped from accountability by council approval (USARV Reg 230-21).

(3) Property which is definitely unserviceable should be turned in to the Property Disposal Office (PDO). Duplicate signed copies of DA Form 2765-1 (Request for issue or Turn-In) should be obtained from the PDO; one copy should be included in the council record with the statement asserting that the property was disposed of as a result of council action (USARV Reg 230-21).

(4) Serviceable property will be transferred to other nonappropriated welfare funds under the direction of the Cu Chi Central Post Fund Custodian. A USARV Form 529E (receiving report) or comparable certificate signed by the recipient fund custodian will be obtained in duplicate. The receiving report must contain a statement certifying that property accountability is maintained by the recipient fund (Incl 2).

(5) Serviceable property which is not desired by other unit funds serviced by the Cu Chi CPP will be sold to a nonappropriated fund through the Saigon Central Purchasing Agency.

25 July 1970

## SUBJECT: Instructions for Dissolving Unit Funds

(6) Unit Fund Property has a history of "disappearing" as the departure-hour approaches. Adequate physical security must be provided by the unit commander to preclude a loss of property and a subsequent last-minute investigation.

e. Notify the fund's bank of the impending closure of the account, citing outstanding checks, directing that all future bank statements be forwarded to the Cu Chi Central Post Fund Custodian and requesting a special bank statement (Incl 3).

f. Conduct a terminal audit of unit funds. The audit must be conducted by a field grade officer of the next higher headquarters in accordance with AR 36-75 and USARV Reg 230-21 (Incl 4). All unit funds audited by the same officer may be included in one report of audit.

g. Rescind orders which establish the unit fund and which appoint the council, president, recorder and custodian(s).

h. Turn in reports of audit to the Cu Chi Central Post Fund Custodian according to the schedule presented in implementing instructions. The following items will be turned-in for each unit fund at this time.

(1) Two copies of report of audit.

(2) A check payable to the "Cu Chi Central Post Fund" in the amount of the net worth of the fund.

(3) A special bank statement or a true copy of the most recent bank statement with a signed reconciliation of the account to a zero balance. All outstanding checks will be listed by number, date, amount, name and address of payee.

(4) One copy of turn-in documents, one copy of transfer certificate or USARV Fomr 529R, one copy of droppage certificate or two copies of report of investigation documenting disposition of each item of fund-owned non-expendable property.

(5) A copy of the letter sent to the bank with notification of the closing of the account.

(6) All correspondence and records pertaining to any foreseeable problem, e.g. an outstanding, unpaid order.

(7) DA Forms 3259-2 (Unit Fund Receipts and Expenditures Record) completed with heading only, two each for August, September and October.

AVDCPE-CPF

25 July 1970

SUBJECT: Instructions for Dissolving Unit Funds

1. Retire records through the AG to the record holding area (AR 340-18).
4. The most desirable time to expend the financial assets of unit funds is obviously during the standdown period, by which time all unit funds will be closed. In order to provide units with the opportunity to employ their funds at the most desirable time while eliminating the need to close unit funds during a critical period, the following provisions will be made:
  - a. Cash assets turned-in to the Cu Chi Central Post Fund will be maintained by the CPF and will be reserved for the use of each unit which has closed its fund.
  - b. Each unit will continue to submit DA Forms 1758 in duplicate to the CPF by the fifth of each month. The CPF will credit dividends to the restricted assets of each unit. Restricted assets will be limited to a reasonable per capita figure.
  - c. When a unit commander wishes reimbursement from assets held in reserve for his unit, he will forward a DF through the Brigade S1 to the Cu Chi Central Post Fund certifying that monies spent have been spent on legal unit fund purchases for his unit and will enclose receipts and supporting documents with the DF (Incl 5). A check will be expeditiously returned to the commander.
  - d. "Legal unit fund purchases" will be as defined by USARV Reg 230-21. Additionally, restricted assets may not be spent for nonexpendable property of any sort or for personal mementos for having served with the unit. Where cases of doubt exist, the CPF Custodian should be consulted prior to making the purchase.
  - e. Close coordination will be made with the brigade S1 on all expenditures from assets. Arrangements can be made through the S1 to obtain restricted money prior to making an expenditure.
  - f. At the end of each month, the CPF Custodian will forward a DA Form 3259-2 to each unit, advising the commander of all pertinent transactions and stating the ending balance of funds reserved for his use.

5. Directions to implement the procedures outlined in this letter will be sent separately along with a schedule for implementation at such time redeployment is directed.

FOR THE COMMANDER:



R. M. PUCHALSKI  
CPT, AGC  
Asst AG

5 Incl  
as

4-17-A-4

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Inclosure 1 (Memorandum for Record) to TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriated Funds) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report(U)

**UNIT FUND**  
Company       ,        Battalion,        Infantry  
APO San Francisco 96         
"An Instrumentality of the United States"

AVD       

       August 1970

**MEMORANDUM FOR RECORD**

**SUBJECT: Cessation of Property Accountability**

In the meeting of the unit fund council on        August 1970, the property listed below was dropped from accountability due to the dissolution of the fund. [as appropriate] In cases where property was dropped with no turn-in the property was lost or destroyed without individual culpability. In cases where property was turned in for disposal the estimated cost of repair exceeded the current value of the property. Substantiating documentation is inclosed for all turn-ins, transfers or sales.

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT VALUE</u>	<u>DISPOSITION</u>
1	Kenwood Stereo Receiver, KR6160 SN 34897	\$195.00	PDO (Incl 1)
4	Sansui SP-30 Speakers	\$23.00	Unit Fund, Co B, 2-12 Inf (Incl 2)
3	Chaise Lounges	\$12.50	PDO (Incl 3)
1	Sony TV, KV 1210V, SN 3879	\$228.00	Dropped (Incl 4)

4 Incl  
as

s/                                  President  
s/                                  Member  
s/                                  Member  
s/                                  Member  
s/                                  Custodian/Recorder

Incl 1

Inclosure 2 (CERTIFICATE) to TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriated Funds) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

UNIT FUND  
Company \_\_, \_\_ Battalion, \_\_ Infantry  
APO San Francisco 96\_\_  
"An Instrumentality of the United States"

AVD\_\_

\_\_ August 1970

C E R T I F I C A T E

I certify that the following items of nonexpendable property have been received from the Unit Fund of Company \_\_, \_\_ Battalion, \_\_ Infantry, APO 96\_\_ . I further certify that all property has been entered on the property records of the Unit Fund of this organization and that accountability is maintained for such property.

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
-	*****	***
-	*****	***
-	*****	***

//////////////////////////////////END OF STATEMENT//////////////////////////////////

\_\_\_\_\_

\_\_\_\_, \_\_\_\_

Custodian

Incl 2

A-17-A-2-1

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Inclosure 3 (Closing of Account) to TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriate Funds) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

UNIT FUND  
Company \_\_, \_\_ Battalion, \_\_ Infantry  
APO San Francisco 96\_\_  
"An Instrumentality of the United States"

AVD\_\_

\_\_ August 1970

SUBJECT: Closing of Account #\_\_

Bank of America  
Tan Son Nhut Military Banking Facility  
ATTN: Unit Fund Accounts Dept  
APO San Francisco 96307

1. Effective \_\_ August 1970, this unit fund will be dissolved. Accordingly, please accept this letter as notification that account number \_\_ should be terminated upon reaching a zero balance.

2. The following checks are outstanding at this time:

<u>CHECK #</u>	<u>DATE</u>	<u>AMOUNT</u>
----------------	-------------	---------------

(or: There are no checks outstanding at this time.)

3. A final check will be issued for the balance of the account.

4. Request that you send this fund a special bank statement for \_\_ August 1970.

5. Any subsequent bank statements should be addressed to:

Cu Chi Central Post Fund  
HQ, 25th Infantry Division  
ATTN: AVDCPE-CFF  
APO San Francisco 96225

s/\_\_\_\_\_  
t/\_\_\_\_\_  
\_\_\_\_

Custodian

Incl 3

A-17-A-3-1

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Inclosure 4 (Fact Sheet) to TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriated Funds) to ANNEX A (Personnel and Administration) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

20 July 1970

F-A-C-T S-H-E-E-T

Terminal Audits

A terminal audit of a unit fund should have a threefold objective:

- a. Ascertain that all financial transactions have been completed.
- b. Ascertain that all property has been correctly disposed of.
- c. Ascertain that records are sufficiently complete to allow a disinterested party to reconstruct all proceedings at a later date.

Terminal audits should cite the disposition of all property and financial assets on an itemized basis. Any problem areas should be thoroughly discussed so that the successor fund custodian may assist in resolving the problem.

Terminal audits of unit funds should be conducted in accordance with AR 36-75, of which pertinent extracts are reprinted below.

CHAPTER 1

INTRODUCTION

1-4. FREQUENCY OF AUDITS. Nonappropriated and other similar official and private funds will be audited as frequently as required by regulations pertaining to the particular funds. An audit will also be performed when a fund is dissolved; when a loss of funds or other assets occurs, other than normal operational losses; in instances where the custodian is being relieved for negligence or cause; and, at the discretion of the installation commander, upon change of custodian.

1-5. AUDIT OBJECTIVES. To render effective service to management, and to assure that the interests of the Government and the Department of the Army are protected, it is the responsibility of the auditor to perform a systematic selective examination of the accounting records and related documents, and to review operations and procedures to determine-

- a. The propriety or legality of transactions?
- b. The adequacy of the system of internal control and the effectiveness thereof:

Incl 4

A-17-A-4-1

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c. The degree of compliance with regulations and other applicable directives relative to financial transactions and business management;

d. Whether transactions have been recorded and are reflected accurately;

e. Whether all existing assets and liabilities are properly recorded;

f. Whether proper utilization is made of the property and other fund assets;

g. The financial condition of the fund at a given date and the results of operations for a specific period;

h. Whether all activities of the fund are being carried out in an efficient and economical manner.

#### 1-6. AUDITING AND REPORTING STANDARDS.

b. Auditor personnel will not expend time to place fund records in condition for audit. If fund records are not in condition for audit, this fact will be made known to the commander concerned. The improper records will be identified to prevent their destruction to cover up misappropriation of funds. Fund personnel, with outside assistance, if necessary, will take action to correct the records and place them in condition for audit. Audit personnel will not (i) instruct nonappropriated fund employees, (ii) perform corrective actions to overcome inadequate bookkeeping, or (iii) engage in bookkeeping functions for funds which they will subsequently audit.

### CHAPTER 2

#### GENERAL AUDIT INSTRUCTIONS

b. To facilitate the audit, certain information should be obtained preliminary to commencing the review and verification of operations and accounts. For example, the auditor should--

(1) Study the regulations and directives affecting the operation of the fund.

(2) Review the last audit report...

### CHAPTER 3

#### REVIEW AND VERIFICATION OF RECORDS AND ACCOUNTS

3-2. MINUTES OF MEETINGS. a. The auditor should examine minutes of... council meetings and make notes of important items affecting the audit.

b. Minutes should be reviewed to determine the propriety of actions taken relating to items reported in previous reports of audit.



c. It should be ascertained that the minutes are sufficiently explicit, properly authenticated, and adequately maintained.

d. Minutes should be examined for conformity with directives and comment made in the report of audit where there are deviations.

3-3. ENTRIES AND POSTINGS. a. The auditor should assure that the audit procedures are adequate to determine whether transactions are accurately recorded, records are correctly totalled, distributions of charges... and postings and balances are accurate.

b. All entries in the books of original entry should be scrutinized, and certain entries selected for determination of propriety and accuracy.

3-4. CASH ON HAND.

b. Count all cash and cash items on hand on a surprise basis,...

3-5. CASH IN BANK. a. Obtain directly from depositories, a written confirmation of all bank balances (...) as of the closing date of the period under review. Also obtain from the depositories the bank statements and canceled checks as of the date of the cash count.

b. Reconcile bank statements with book balances as of the end of the audit period....to the audit period.

c. Compare canceled checks returned by the bank with the cash disbursement record for the period under review. Ascertain whether the name of the payee shown on the cash disbursement records agrees with the corresponding name on the check, and that the indorsement agrees with the name of the payee. Determine whether checks were signed by properly authorized persons. Account for all checks issued or on hand. Voided checks should be mutilated and retained with the bank statement each month.

3-9. PROPERTY AND EQUIPMENT. a. Inspect a representative number of items of property or equipment listed on the property record to verify that the items exist, are clearly identified with the name of the owning fund, and are accurately described in the records.

b. Examine documentation for acquisitions of property during the period to verify authorization, propriety, and cost. Also, determine the propriety, and cost. Also, determine the propriety of disposals of property, including surplus, unserviceable or other, determine that they were appropriately authorized and that proceeds were properly recorded. If fund has been dissolved, determine whether disposition of assets was made in accordance with regulations.

d. During subsequent audits, review items included during prior examination to determine possible substitutions of false records or alterations of records.

h. Evaluate the adequacy of controls over property. Also determine whether reasonable controls are maintained for expendable property, .... Determination should also be made concerning propriety of classification of items as been expendable, nonexpendable, merchandise inventory, etc.

### 3-11. ACCOUNTS AND LOANS PAYABLE.

g. Obtain from the fund custodian a written statement to the effect that all known liabilities at the closing date of the audit have been recorded or made available to the auditor for examination.

### 3-16. PURCHASES AND EXPENSES.

b. Determine whether expenditures were made in accordance with policies and procedures prescribed by directives and within the limitations of the purposes for which the fund was established. For example, supporting documents and other data for purchases and expenses should be examined to determine that the purchases or expenses were necessary and were properly made or incurred; were appropriately authorized; goods or services were actually received; prices, extensions, and footings were accurate; advantage of cash discount terms was taken, etc.

j. At the time of final audit, determine that all unfilled purchase orders of contracts, such as those for newspapers, magazines, etc., have been canceled.

3-20 GRANTS OR LOANS. a. Review correspondence files and minutes of board or council meetings for data supporting grants or loans.

b. When grants or loans have been obtained by the activity for specific purposes, verify that applications were properly approved and authorized, expenditures were properly supported and made for the purpose intended, and proper accounting was made to the donor.

### 3-21 DIVIDENDS.

b. Determine that all dividends due either on a request basis, a regular basis, or as distribution of profits of other funds were received and properly accounted for.

## CHAPTER 4

### REPORT OF AUDIT

4-4. PREPARATION. a. Introduction. The following information should usually be included:

(1) The name of the fund and the installation, names, ranks, and tenures of custodians during the period covered by the audit, type of audit (initial, regular, special, or final), period covered by the audit, authority for the audit, and specific provision of the regulation under which the fund was established. The reason for a special audit should be explained in the report.

(3) Appropriate comments under scope of audit, including a statement as to whether the examination was conducted in accordance with applicable directives.

(4) A list of exhibits and schedules included as an integral part of the report.

b. Comments pertaining to recommendations contained in previous audit reports. The audit report should include a general statement as to the extent of implementation or other actions taken as a result of previous examinations. ....

c. Results of audit. The report will include the auditor's opinion as to whether the financial condition of the fund and the results of operations are presented fairly in the financial statements accompanying the report. Where appropriate, the opinion may be qualified by listing the specific findings and recommendations. In addition, comments with respect to important matters such as the following should be included:

(1) The degree of compliance with regulations and other applicable directives.

(2) The adequacy and effectiveness of the system of internal control.

(3) The effectiveness of methods used to safeguard fund property.

(4) The accuracy and propriety of fund transactions, deficiencies noted, and recommendations for the improvement of methods and procedures.

h. A separate report of audit need not be prepared for each unit fund, but the audits of such funds may be summarized into a single report....

4-7. CORRECTIVE ACTIONS. The installation commander having jurisdiction over the fund is responsible for instituting necessary corrective actions. Corrective actions taken will be made a matter of record, and appropriate comment in connection therewith will be included in the next report of audit.

4-8. DISSOLUTION OF FUND. A final audit will be performed upon dissolution of the fund. The report of audit will indicate disposition of residual cash and other assets. An information copy of the report of audit will be furnished the successor fund.

DEPARTMENT OF THE ARMY  
Headquarters, \_\_ Battalion, \_\_ Infantry  
APO San Francisco 96\_\_

AVD\_\_

\_\_ August 1970

INSTALLATION:

REPORT OF AUDIT - UNIT FUNDS

THRU: Commanding Officer  
\_\_ Brigade, \_\_ Infantry Division  
APO San Francisco 96\_\_

Commanding General  
25th Infantry Division  
ATTN: AVDCPE-CPP  
APO San Francisco 96225

TO: Commanding General  
United States Army, Vietnam  
ATTN: AVHGA-SF  
APO San Francisco 96375

CERTIFICATE: The financial transactions of the funds listed below were examined for the periods indicated. The examinations were made in accordance with generally accepted auditing standards and applicable Department of the Army accounting records and internal controls and such other auditing procedures as considered necessary in the circumstances. In my opinion, subject to the comments and exceptions cited in this report, the funds examined reflect the results of operation in accordance with applicable directives.

AUDITOR: \_\_\_\_\_

A-17-A-4-6

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AVD\_\_

\_\_ August 1970

Unit Funds Audited

Period Covered

Remarks\*

1. . . . .

2. . . . .

3. . . . .

etc. . . . .

\* Deficiencies, comments, recommendations, etc., will be listed on a separate sheet attached hereto and identified with the funds listed above to which the remarks pertain. Where no comments are made, such fact will be indicated in this space. A copy of the reported deficiencies will be filed with the applicable fund records.

A-17-A-4-7

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Inclosure 5 (DF Request for Reimbursement of Unit Fund Expenditures) to TAB A (Instructions for Dissolving Unit Funds) to Appendix 17 (Nonappropriated Funds) to Annex A (Personnel and Administration) to 2d Brigade, 9th Infantry Division

# DISPOSITION FORM

KEYSTONE ROBIN After Action Report (U)

For use of this form, see AR 340-15; the proponent agency is The Adjutant General's Office.

REFERENCE OR OFFICE SYMBOL

SUBJECT

AVD

Request for Reimbursement of Unit Fund Expenditures

THRU: S1 FROM Commanding Officer DATE September 1970  
 Brigade Company  
 Infantry Division Battalion, Infantry  
 APO San Francisco 96 APO San Francisco 96

TC: Cu Chi Central Post Fund  
 HQ, 25th Infantry Division  
 ATTN: AVDCPE-CPF  
 APO San Francisco 96225

1. On September 1970, \$187.53 was expended for foodstuffs for a unit party for this unit.

2. Receipts are attached for the following expenditures:

AMOUNT	VENDOR	ITEM
\$53.80	25th Inf Div NCO/EN Open Mess	20 cases beer
\$100.45	Commissary Supply Store, Saigon	70# steak
\$33.27	VRE	15 cases assorted soda

3. Request a check payable to in the amount of \$187.53 be sent to this unit and a corresponding amount deducted from the money restricted for the use of this unit.

3 Incl  
 as

Commanding

A-17-A-5-1

Incl 5

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DA FORM 2496-1 REPLACES DD FORM 96 (STENCIL), EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

ANNEX B (Intelligence) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report (U)

1. PURPOSE: The purpose of this annex is to provide information on the intelligence activities related to the redeployment of the 3d Brigade, 9th Infantry Division.

2. GENERAL: The primary requirement for intelligence support during stand-down was twofold. First, to maintain intelligence on the enemy situation within the 3d Brigade AO through the initiation of standdown of the last tactical element. Second, insure that proper intelligence procedures for activities directly related to standdown operations were known and followed.

3. REDEPLOYMENT CONCEPT/ORGANIZATION/PLANNING:

a. Intelligence data was required by the tactical elements up until the last operational day. The S-2 continued to provide the active tactical elements with intelligence relative to the enemy situation in their respective AO's and relative to their particular tactical operations. In addition, S-2 provided estimates of the enemy's reaction and/or anticipated reaction as the 3d Brigade entered standdown.

b. To accomplish these objectives, the 493d Military Intelligence Detachment (MID) aggressive informant net was retained and kept operational as long as possible, consistent with the requirement for orderly termination of the net. The S-2 prepared studies on prior enemy reaction to standdown of US units and an estimate of the possible actions with regard to the 3d Brigade standdown. In addition, agents were debriefed for any enemy activities or intentions which may have had a bearing on the standdown.

c. To insure complete knowledge on security procedures for standdown, an intelligence annex for the operations order was prepared. This included instructions on procedures for the transfer and/or destruction of classified documents, debriefing of personnel with security clearances, and the sanitizing of all equipment, vehicles, and buildings prior to transfer or turn-in. Prior to and after the distribution of the operations order, fact sheets which emphasized critical areas were published (APP 1). In addition, as many war trophies as possible were screened and registered prior to standdown.

d. The Counterintelligence Section (CI) of the 493d MID was tasked with the preparation of input for the intelligence annex, to give full guidance on the procedures and forms for the proper disposition of classified documents. CI teams were established to be available to all units for guidance and instruction on security procedures. A CI team was placed at each battalion to assist the Bn S-2, and a mobile team was available from the 493d MID to assist small unit commanders. The CI teams also conducted spot inspections for the purpose of finding and correcting errors as early in the standdown phase as possible.

All units were directed to begin a gradual disposition of documents as soon as possible to preclude having other than absolutely necessary documents on hand at the initiation of unit standdown. In addition to the published annex, CI teams also provided the Unit Security Control Officer with instruction and guidance on debriefing procedures.

e. As turn-in of equipment progressed, CI teams conducted the necessary inspections of buildings and equipment in accordance with the intelligence annex.

f. The 493d MID Interrogation of Prisoners of War Section (IPW) was tasked with establishing a war trophy registration team, to include a member from the PMO, to effect coordination with the maneuver battalions and have the team available to the battalion on a specific date and time to provide registration "in mass". Small units continued to register weapons and war trophies on an individual basis in accordance with normal procedures, however, unit commanders were requested to insure emphasis on the completion of trophy registration.

#### 4. CHRONOLOGY OF EVENTS:

3 AUG	CI TEAM PLACED AT CENTRAL TURN-IN FACILITY
25 AUG	CI AGENT NET TERMINATED
2 SEP	CLEARANCE AND TURN OVER OF BINH PHUOC BASE CAMP
4 SEP	ORDER OF BATTLE/INTERROGATION OF PRISONERS OF WAR FILES TURNED OVER TO 25TH INF DIV
4 SEP	IMAGE INTERPRETATION FILES TURNED OVER
8 SEP	CLEARANCE OF FIRE SUPPORT BASE CHAMBERLAIN
10 SEP	CLEARANCE AND TURN OVER OF CAMP KEATON
15 SEP	CLEARANCE AND TURN OVER OF TAN AN MAIN AND FSB JULIE
20 SEP	CLEARANCE AND TURN OVER OF TAN AN AIRFIELD
22 SEP	CLEARANCE OF DAU TIENG FACILITIES
12 OCT	CLEARANCE OF DI AN FACILITIES



5. PROBLEMS, LESSONS LEARNED, RECOMMENDATIONS: No problems were encountered during the standdown phase, however, several significant situations which could have developed into problems arose.

a. Situation: Due to the recent cross border operations into Cambodia, there existed a greater than normal number of unregistered war trophies within the Brigade.

Solution: A team from the 493d MID IPW Section together with a member of the FMO, were organized as a weapons registration team. This team, through the Brigade S-2, coordinated with the Battalion S-2's to establish dates and times for the teams to visit the battalions for registering trophies on a "in mass" basis as opposed to requiring each individual soldier to bring his trophy to Brigade for registration. The date and time was determined by coordinating the schedule of the registration team with periods established by the Battalion S-2's to insure as many personnel available to the team as possible. Command emphasis was placed on registering trophies at the earliest possible opportunity. As a result of these efforts only about 20 personnel required registration of war trophies at the standdown site.

b. Situation: Throughout the standdown phase, 2-60 Infantry Battalion was under the operational control of the 25th Infantry Division. This created difficulties in insuring that 2-60 received the necessary support and monitoring of security activities related to standdown.

Solution: Written guidance was supplied through fact sheets and in the intelligence annex to the operations order. Pertinent forms were supplied to the 2-60. Coordination was effected with the 25th Military Intelligence Company (MIC) to provide the support and assistance desired. Through personal coordination, detailed guidance, and periodic spot checks on the Battalion's status, they were able to accomplish this phase of standdown activities with no difficulty.

c. Situation: As the Brigade entered standdown, units began a phased turn-in of equipment and vehicles. As this turn-in was being effected, the operation order still retained a secret classification, and as such, the projected inspection system could not yet be implemented, however, the need for a security inspection still existed.

Solution: To insure adequate inspection of equipment and vehicles prior to the initiation of the projected inspection system, a CI team was placed at the central turn-in point. This team inspected all incoming material before final turn-in. Unit S-4's notified the Brigade S-4 when a shipment was scheduled to move to the central turn-in point. In turn, the Brigade S-4 notified the CI team at the turn-in point as to what type of material to expect and when it was scheduled to arrive. This coordination was effected on a daily basis and insured strict control for the inspection of such items as security containers, vehicles, etc. As the projected inspection program was finally initiated, the CI team remained at the central turn-in point and conducted spot checks on incoming equipment and vehicles.

d. Situation: Radar support was to continue for all units until their respective standdown.

Solution: MTO&E radar sets previously retained under brigade control were laterally transferred to the battalions in order to facilitate smooth turn-in. Radar sets ceased to operate concurrent with the standdown of that battalion for which they provided primary support.

6. RECOMMENDATIONS:

a. The military intelligence support unit should be one of the last units to standdown in order to provide support for as long as necessary.

b. MI teams should be placed in locations to be continually available for assistance and guidance. Each team should have at least one CI agent, but may be supplemented by other members of the MI unit as standdown renders them available (i.e. Order of Battle; Image Interpretation). These personnel can assist in the conduct of physical inspections. Constant personal coordination should be conducted with small unit commanders. This will insure a continual up-date on the last minute fluxuation of the schedule of equipment turn-in, movement of personnel, and building evacuation.

c. Efforts should be made to obtain listings of all inoperative safes and security containers in order that the necessary technical support can be obtained to repair/open containers. In order to preclude damaging locks and a number of "lost" combinations, units should NOT be encouraged to place a standard combination (i.e. 50-25-50) on containers prior to turn-in. Rather, the existing combination should be placed on the face of the container, under the dial, in grease pencil. If necessary, the combination change can be effected by a capable individual placed at the central turn-in point.

d. Coordination for the disposition of intelligence files, property, and agent nets should be initiated at the earliest possible time. Actual turn over or destruction should not be effected until the latest possible date in order to insure complete intelligence support. A stipulation should be made that whenever possible, agencies receiving informants or operational agents will continue to provide information copies of any subsequent reports which may be of interest to the losing unit.

e. The battalion S-2's should be among the last members of the battalion to depart the unit's base camp prior to turn over. This would make the S-2 available to accompany the CI inspection teams in the final clearance of the area and insure the correction of any deficiencies detected.

B-4

APP 1 (Fact Sheets) to ANNEX B (INTEL) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report (U)

PURPOSE:

In order to provide reference material concerning redeployment actions prior to the publishing of the operations order the S-2 Section distributed fact sheets to unit commanders at weekly planning conferences.

TABS:

- A - Fact Sheet #1
- B - Fact Sheet #2
- C - Fact Sheet #3

B - 1 - 1

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TAB A (Fact Sheet #1) to APP1 (Fact Sheets) to ANNEX B (INTEL) to 3D Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

S-2 FACT SHEET #1 -17 JULY

1. Matters pertaining to the redeployment of the 3d Bde, 9th Inf Div carries an overall classification of SECRET. In accordance with II Field Force directive, commanders will insure that distribution of information pertaining to the standdown, relocation, and deployment is kept to a strict "Need to Know" basis only, as prescribed in USARV Regulation 380-5, Section 1, Part 5, paragraph (a).

2. DESTRUCTION AND TRANSFER OF CLASSIFIED MATERIAL:

a. USARV Regulation 350-5 requires that a security control officer be appointed on competent orders at any level where classified materials are stored. The destruction and/or transfer of classified material will be conducted by and is the responsibility of the Unit Security Control Officer (USCO).

b. AR 340-2 gives details on file label numbers and disposition of material filed under those labels. AG will furnish a Letter of Instructions (LOI) on disposition of files.

c. AG will hold a conference with a member from each staff section, and battalion. The purpose of this conference is disposition of existing files, as to dates, places, and proper procedure.

d. USCO will refer to AR 280-5 and USARV Regulation 380-5 for guidance on procedures of handling the destruction and transfer of documents.

e. CI teams will be available to supervise and render assistance and guidance as to the destruction, safeguarding, and transfer of documents. CI teams will be with the battalions until battalions completely move out of the area.

f. Throughout the operation, CI teams will conduct spot inspections to insure classified material is properly safeguarded or destroyed.

3. DEBRIEFING OF KNOWLEDGEABLE PERSONNEL:

a. USCOs are responsible for debriefing all personnel with access to classified material.

b. USCOs are responsible for insuring that the Security Termination Statement (DA Form 2962) is completed and placed in the individual personnel files of those personnel redeploying to CONUS.

c. A sample DA Form 2962 and an oral debriefing guide will be published and distributed to the USCOs.

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d. Coordination will be established to insure that an adequate number of DA Forms 2962's are on hand.

e. Coordination will be established with 25th Inf Div Special Security Officer to provide the debriefing of personnel who possess an SI Clearance.

4. PHYSICAL SECURITY:

a. Guidance for the proper method of conducting a physical inspection will be published and distributed to the USCO's.

b. CI teams will conduct physical inspection of all areas, vehicles, and facilities vacated by units prior to redeployment or relocation.

c. CI personnel will conduct the final clearing and sanitizing of all buildings prior to the final turnover of the area to ARVN/GVN.

d. Coordination will be established to insure that CI teams are immediately informed of all changes to unit movements and standdown schedules.

5. WAR TROPHY REGISTRATION:

a. IPW/PMO teams are currently going to base camp areas to register weapons and war trophies on a mass basis to preclude a large number of personnel requiring last minute registration of trophies. Commander's will exercise maximum emphasis to insure that the maximum number of personnel are available on visit.

b. Personnel will be available for last minute registration and issue of temporary export licenses.

c. Coordination will be established to insure that an adequate number of DD Form 603-1 and DD Form 603 are on hand.

6. RADAR:

a. All equipment presently in the possession of the radar crews is being laterally transferred from the property book of Headquarters, Headquarters Company, 3d Brigade, to that of individual battalions.

b. Radar crews will continue to operate until the battalion to which they are assigned stands down. At that time they will proceed with their unit to the standdown site, where they will perform the maintenance necessary to put their equipment in satisfactory condition for turn-in.

c. Turn-in of the equipment transferred to the battalions will be accomplished through the battalion S-4.

d. Equipment remaining under the control of the Brigade Radar Section will be turned-in to the Property Book Officer, Headquarters and Headquarters Company, 3d Brigade.

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e. Personnel from the Brigade Radar Section will be deployed with Headquarters and Headquarters Company, 3d Brigade.

7. SENSORS:

a. Monitoring of active fields from Tan An (XS5565) will continue until the CMU tower is dismantled and from FSB Chamberlain and FSB Julie (provided new fields are planted) until the Brigade unit located at that site moves out.

b. Equipment turn-in will follow one of two alternatives or some compromise of the two as designated by appropriate commanders:

(1) All equipment and the monitoring responsibility will be given to the SA, 25th ARVN Division.

(2) All equipment and the monitoring responsibility will be returned to Assistant G-2 for Special Projects, 25th US Inf Div.

c. Personnel will redeploy or be reassigned as appropriate with Headquarters and Headquarters Company, 3d Brigade.

TAB B (Fact Sheet #2) to APP 1 (Fact Sheets) to ANNEX B (INTEL) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

S-2 FACT SHEET #2 - 26 JUL 70

1. Matters pertaining to the redeployment of the 3d Bde, 9th Inf Div continues to carry an overall classification of SECRET and will continue to be disseminated on a strict "Need to Know" basis.

2. CLASSIFIED MATERIAL:

The screening and destruction of unnecessary classified material should be completed as soon as possible. Guide lines are AR 340-2, AG LOI on distribution of files, and the initial S-2 Fact Sheet.

3. DEBRIEFING:

Personnel who have had access to classified material will be debriefed prior to their standdown by the Unit Security Control Officer. The DA Form 2960's will be forwarded to AG at Di An.

4. CI TEAMS:

a. CI Teams from the 493d MID will be available to assist units with any questions which arise; however, they are not intended to do the work of battalion S-2 personnel or Unit Security Control Officer.

b. Teams will be located with each maneuver battalion prior to standdown, on call at Tan An, and at Di An to make final inspections of equipment to turn in and the final physical security inspection prior to a units' clearance of facilities utilized during standdown.

c. 493d MI or the resident CI team must be informed in advance of all unit moves and all buildings officially closed or vacated. All vehicles and desks, file cabinets, and other containers must be inspected prior to turn in by these same teams.

5. WA TROPHIES - K-54 PISTOLS:

a. K-54 pistols not previously registered and those turned in to 493d MI Section will be registered by the appropriate individual in accordance with the message from this office LTC 160535Z July 70, Subject: Captured Enemy Material.

b. The Brigade S-2 will be notified immediately by battalion S-2's of the number of weapons of all types still to be registered by members of the command.

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TAB C (Fact Sheet #3) to APP 1 (Fact Sheets) to ANNEX B (INTEL) to 3d Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

S-2 FACT SHEET #3 - 2 AUG 70

1. All personnel are reminded that information pertaining to the redeployment of this unit remains classified SECRET and should be dispersed on a strict "Need to Know" basis only.
2. The Battalion S-2 or other individual responsible for the debriefing of personnel in each unit will make every effort to obtain sufficient numbers of Security Termination Statements (DA Form 2962) through normal channels prior to standdown.
3. The Battalion S-2 should be in the last to leave prior to base camp turnover. He must be present to assist the CI Team with any difficulties that arise during the final physical security inspection. The Battalion S-2 will have available a team of men to correct such problems as maps and organizational charts left on walls; extraneous official and/or classified publication left in the area, etc.
4. Battalion S-2 will reevaluate the unit war trophy registration situation to determine if the number of unregistered trophies still present at the battalion warrants an IPW/PMO Registration Team visit. If a visit is warranted, the Battalion S-2 will contact the 493d MID IPW Section in order to establish a schedule for the visit. If the number of unregistered trophies is such that it will not warrant a visit from the team, the Battalion S-2 will insure that those remaining trophies are registered on an individual basis through the IPW Section at Tan An ASAP. Failure to do so will preclude completing registration prior to standdown. The real losers in such a case will be the individual soldier.



ANNEX C (Operations) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report

1. During the period 1-15 Sep 70 the Brigade continued the conduct of combat operations in Phase IV of Operation Toan Thang, while commencing the phased standdown of maneuver elements in implementation of KEYSTONE ROBIN redeployment/inactivation. As directed in OPORD 183-70 (Annex I), maneuver battalions continued operations until their scheduled standdown; 5-60 Inf continued operations through 31 Aug; 6-31 Inf through 7 Sep; 2-47 Inf (M) through 14 Sep; and 2-60 Inf remained operational through 21 Sep under the OPCON of the 1st Brigade, 25th Infantry Division. Batteries of the 2-4 FA continued support of operations of maneuver battalions and moved to Di An for standdown concurrently with the supported battalion. (Annex I).

2. Contact with enemy forces continued at a low level against small elements. Enemy tactics of avoiding decisive engagement with Brigade elements characterized the period. Two significant contacts with ground elements occurred. On 052045 H Sep at YS144877 in Nhon Trach District, Bien Hoa Province C/2-47 Inf (M) on a night ambush engaged 10 enemy with organic weapons and sniper fire. Diamondhead gunships and flareships from the 25th Aviation Battalion and B/2-4 Arty supported the unit in contact. A sweep of the contact area the following morning located 5 enemy killed, 1 AK-47 rifle and 18 pounds of documents captured. All kills were credited to a three man sniper team.

3. On 071615H Sep at YS135892 Mad Dog gunships from the 240th Aviation Company sighted 10-12 personnel crossing a stream in southern Long Thanh District, Bien Hoa Province. Upon closer inspection the personnel were observed carrying AK-47's, packs, and wearing shorts and dark green shirts. After proper coordination and clearance with CO, 2-47 Inf (M), the gunships engaged with rockets and miniguns as the enemy force attempted to hide along the stream banks. The Air Mission Commander reported 5 enemy KBA and 1 enemy WIA. Bn CO, 2-47 Inf (M), using the 240th AHC aircraft, inserted Co A to search the contact area. The ground elements found only one body before darkness precluded further sweep of the area. At first light, a continuation of the sweep of the contact area revealed that tidal waters during the night probably washed the other four bodies away.

ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report

1. Purpose: The purpose of this annex is to review and evaluate the logistical concept and operations involved in the redeployment of the 3d Brigade, 9th Infantry Division, in order to point out problem areas and to provide guidance to other units involved in similar operations in the future.

2. General: This annex covers all the logistical aspects of the redeployment of the 3d Brigade, 9th Infantry Division and the corresponding drawdown of the combat service support units.

3. Logistical Concept:

a. All battalion-sized units of the brigade and HHC redeployed at token strength (not more than 2% of personnel) for inactivation ceremonies at Fort Lewis, Washington. Units redeployed without individual, organizational and MTOE equipment, except unit colors, guidons, trophies and records (minus property records). Unit property records, to include supporting files, were all turned in to USARV G4, Keystone Branch, at the completion of equipment turn-in.

b. Separate companies and detachments were all inactivated in-country and all equipment and records turned in for appropriate disposition.

c. All unit guidons were placed in the AG personnel processing center upon unit standdown and later shipped to the United States Army Support Command, Philadelphia. All unit colors were shipped to USASUPCOM, Philadelphia after completion of the inactivation ceremony at Fort Lewis.

4. Planning:

a. The brigade received formal notification of the pending redeployment on 27 June 1970. Since the location of the brigade was not suitable for standdown, i.e. insufficient hardstand and facilities plus units were too remote from the equipment turn-in point at Long Binh, another site was sought. In a subsequent meeting with the IIFORCEV G4, it was determined that Cu Chi, Di An and Bearcat were the only available facilities. Di An was finally selected because it was closer to Long Binh and had more vacant facilities than either of the other two sites.

b. On 3 July 1970 the initial standdown schedule was drafted and approved. On 4 July 1970 the proposed schedule was presented to IIFORCEV G3 for approval. Several changes were suggested; the schedule was then revamped and resubmitted. It was subsequently approved by IIFORCEV and USARV, on 12 July 1970.

c. Upon approval of the standdown schedule, the plan for redeployment was developed. This plan later became OPORD 183-70 (U). During the period 1 - 19 July 1970, the S4 section concentrated on developing the logistical annex and disseminating necessary information concerning the turn-in of equipment.

(1) On 3 July 1970 coordination was made with the Di An Installation Coordinator for the necessary billets to house 2200 troops, the expected maximum troop density. Initial arrangements were unsatisfactory, however, the priority given to Keystone operations and a personal visit by LTC Mc Caffrey, DCG, USARV, to Di An later paved the way for sufficient space to be allocated to the brigade. As a matter of note, this brigade is deeply indebted to the outstanding cooperation, acceptance and assistance provided by both the 11th Armored Cavalry Regiment and the 3d Squadron, 17th Cavalry during our stay here at Di An.

(2) Several conferences were held by USARV and Saigon Support Command outlining turn-in procedures, organization and operation of the processing locations, unit personnel requirements, and other related details. These conferences were beneficial in that they were both informative and established contacts at both USARV and Saigon Support Command for the future questions/problems that were to arise.

(3) On 10 July 1970, the unit inventories were received and turned in to USARV, ICCV and Saigon Support Command. Turn-in schedules were developed at Saigon Support Command from these inventories.

(4) On 12 July 1970, the first briefing for subordinate unit commanders was conducted. Thereafter briefings were updated biweekly with staff notes being disseminated weekly. This proved to be an effective method of keeping subordinate commanders informed of staff planning actions and changes in concept.

(5) On 19 July 1970, Annex D (Logistics) to OPORD 183-70 (U) was completed and prepared for staffing. The order was finally published on 4 August 1970. During the interim, the weekly staff notes and biweekly briefings continued. The CO, 99th CS Spt Bn was tasked to set up and operate the Di An Standdown Location as a large replacement center, geared to handle complete transient units. (See Appendix 5). The 2-47 Infantry (Mech) would standdown at Bearcat, thereby relieving the pressure of troop density at Di An. The timetable for phase-out of base camps and supply points was developed. A considerable amount of coordination was necessary to develop these plans, but it was well worth the effort. A chronology of events is shown at Appendix 1. It should be noted that all base camps were transferred on or before schedule and all supply points were closed in time to facilitate these transfers.

d. The detailed logistical plan is contained in Annex I of this After Action Report.

#### 5. Execution:

a. On 20 July 1970 the processing location was opened at Long Binh, after some delays caused by security reasons. This proved to be the most important event of the whole pre-standdown period, because it allowed units to test the turn-in procedures at the same time they were getting rid of their excesses and unneeded MTOE equipment.

(1) Valuable experience and expertise was gained by the units. This later resulted in smooth turn-ins during standdown and early zeroing of property books.

(2) In addition to turning in excesses and testing the system, a large percentage of unneeded MTOE equipment was turned in during the period 20 July to 1 September 1970. By the time units entered standdown in September, they had turned in 40 - 50% of their MTOE or property book line items. Certain controls and restraints on this turn-in were necessary. The Brigade Commander did not delegate authority to determine non-essential items to battalion or separate company commanders. Rather, each unit submitted their requests to the Brigade S4. These requests for turn-in were then coordinated with the Brigade S3 and submitted to the Executive Officer for approval. Similar constraints are necessary to prevent over-zealous units from unwittingly impairing their operational readiness.

b. Close coordination with the AG was effected to tie together the sequence of standdown, turn-in of equipment, and the processing and shipment of personnel. Experience later showed that subordinate battalions could have released all but 100 personnel in the first days of standdown and still effectively accomplished equipment turn-in. Our battalions did release from 300 to 400 personnel within the first 4 - 5 days of standdown.

c. Just prior to the release of OPOD 183-70 (U), a Keystone conference was held with all unit S4's, PBO's and separate unit PBO's and Supply Sergeants in attendance. All aspects of the operation were covered in detail and questions answered throughout the briefing. This was the first time that working level personnel had been brought into the action. Their responsiveness and attentiveness was overwhelming. The importance of similar meetings cannot be overemphasized. Most problems result from a breakdown in communications; this meeting prevented more problems than can humanly be appreciated.

d. During the early part of August, the 99th CS Spt Bn began dispatching personnel and equipment to Di An to prepare that site for occupation by the brigade. The early preparation of the standdown site is important if extensive repair and utility work is required, as was the case at Di An. All buildings had been gutted of fans, lighting fixtures and plumbing. PA&E repair teams had to be augmented with military personnel who had civilian experience as electricians in order to prepare areas ahead of unit occupation.

e. Throughout the rest of August elements of the 99th CS Spt Bn and advance parties from the headquarters and staff infiltrated to Di An and prepared for the transition from Long An Province to the standdown location. Personnel on the honor guard were identified and requisitions for the necessary uniforms and equipment to outfit them were submitted.

f. During standdown the major S4 effort was coordination of necessary transportation to get units to the standdown location, scheduling and monitoring of equipment turn-ins and inspection of property books. No major problems were encountered during this period.

6. Problems/Recommendations: Each of the appendices point out minor problems that occurred during the standdown period; only one deserves mention here. Units must identify early those items of equipment that may require special disposition. Examples during this standdown were an air cushion vehicle and four barges. Instructions on disposition of these items were slow in coming and prompted many unnecessary trips and phone calls to Headquarters, USARV. Subsequent redeploying units should identify both the equipment and the action officers concerned early and continue to press for disposition instructions.

7. Miscellaneous:

- a. Chronology of major logistical events/actions: Appendix 1.
- b. Supply: Appendix 2.
- c. Maintenance: Appendix 3.
- d. Transportation: Appendix 4.
- e. Organization and operation of the Standdown Location: Appendix 5.
- f. Graphic Representation: Appendix 6.

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Appendix 1 (Chronology of Events) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

- 27 Jun 70: Notification of redeployment.
- 3 Jul 70: Coordination made with the post coordinator at Di An for Billets, messing facilities and hardstand to support the brigade standdown.
- 4 Jul 70: Submitted concept and proposed standdown dates to IIFV & USARV.
- 6 Jul 70: Keystone Logistics Conference on turn-in procedures at USARV.
- 8 Jul 70: Conference at USARV (Details on turn in procedures).
- 10 Jul 70: All unit inventories submitted to USARV.
- 11 Jul 70: Conference at Saigon Support Command on operation of Processing Location.
- 12 Jul 70: First formal briefing of battalion and separate company commanders on Keystone Robin.
- 14 Jul 70: Developed concept of support at Di An. Staff conference on base camp phase out.
- 20 Jul 70: Arrangements were made with the Saigon Support Command on the turn-in and hand receipt of equipment needed to operate the standdown location. Processing Location opened.
- 28 Jul 70: Logistics Annex to 3d Bde Opord 183-70 completed.
- 29 Jul 70: Supply and Maintenance Conference held for Unit S4's, Maint Officers, PBO's, Supply Officers, Supply Sgts and Motor Sgts to update them on all phases of Keystone Robin.
- 1 Aug 70: Honor Guard uniform and equipment requirements determined and ordered. Started to pre-audit unit property books.
- 4 Aug 70: Advance party, 99th CS Spt Bn, arrived at Di An. Turn over of THU THUA Arty Compound.
- 8 Aug 70: AG moved to Di An.
- 10 Aug 70: Finance moved to Di An.
- 15 Aug 70: Maintenance Facility at Ben Luc closed.
- 18 Aug 70: Last day of unscheduled equipment turn-in.
- 21 Aug 70: The advance party from HHS Battery, 2-4 Arty moved to Di An.

- 22 Aug 70: Coordinated highway clearances and MP escort for HHS Battery, 2-4 Arty movement to Di An. Facilities at Di An readied for occupation by 2-4 Arty.
- 23 Aug 70: Turn over of Ben Luc Maintenance Compound.
- 24 Aug 70: HHS Battery, 2-4 Arty moved to Di An. Mess equipment for second mess shipped to Di An.
- 28 Aug 70: 5-60 Inf advance party arrived at Di An. Second mess hall at Di An operational. S4 advanced party moved to Di An.
- 30 Aug 70: Coordinated MP escort and highway clearance for first units to move to Di An and standdown. Facilities ready for occupation by first units.
- 31 Aug 70: S4 main body moved to Di An.
- 1 Sep 70: First units to standdown move to Di An. "On Load Contact" Report submitted to USARV. DSU's cancelled all in country Red Ball requisitions. First units to standdown cancelled all requisitions. Transportation requirements received from 6-31 Inf, D&C Btry's, 2-4 Arty, and HHC 3/9.
- 2 Sep 70: Turnover of Binh Phuoc base camp.
- 5 Sep 70: Third mess hall operational. Advance party for 6-31 arrived at Di An.
- 6 Sep 70: Highway clearance and MP escort request for 6-31 and D&C Batteries 2-4 Arty and HHC 3/9 convoys. Audited property books from 45 & 65 Inf Plts and 39 Chem Det. First house trailer moved to Di An.
- 7 Sep 70: Coordinated highway clearance and MP escort for 56 Sig Co.
- 8 Sep 70: 6-31 Inf, D&C Batteries, 2-4 Arty and HHC 3/9 moved to Di An. Turnover of FSB Chamberlain. Second trailer moved to Di An. S4 rear detachment moved to Di An.
- 9 Sep 70: Coordinated transportation for the following units:
  - B Btry, 2-4 Arty
  - 2-47 Inf (M)
  - 571 Engr Co

10 Sep 70: 56 Sig Co moved to Di An. Facilities readied for 571 Engr Co occupation. Class I supply point closed. Turnover of Camp Keaton base camp.

11 Sep 70: Highway clearance and MP escort coordinated for 571 Engr Co and Co E, 75th Inf (Ranger). Unit disposition reports and property books from the following units turned in to USARV G4:

45 Inf Plt (SD)  
65 Inf Plt (CT)  
39 Chem Det

12 Sep 70: 5-60 Inf zeroed out their property books.

13 Sep 70: 571 Engr Co advance party moved to Di An. Started audit of 5-60 Inf property books.

15 Sep 70: Turnover of Tan An Main base camp and FSB Julie. 2-47 began stand-down. B Battery moved to Di An.

16 Sep 70: Completed audit of 5-60 Inf property books.

17 Sep 70: 5-60 Inf property books submitted to USARV. 571 Engr Co moved to Di An. 99th CS Spt Bn moved to Di An. 6-31 Inf property books zeroed. Audit of 6-31 Inf property books began.

20 Sep 70: Turnover of Tan An Airfield base camp.

22 Sep 70: Audit of 6-31 Inf property books finished. 2-60 Inf, HHS Battery, 2-4 Arty, 56 Sig Co and 276th FA Det stooddown.

23 Sep 70: 6-31 Inf property books submitted to USARV G4.

25 Sep 70: Property books from the following units zeroed:

2-4 Arty	Co E, 75th Inf (Ranger)
276 FA Det (Radar)	19 PI Det
571 Engr Co	19 MH Det
2-47 Inf (M)	483 MP Plt

26 Sep 70: Co E, 75th Inf (Ranger) property books audited.

27 Sep 70: 276 FA Det, 19 PI Det, 19 MH Det, 483 MP Plt and 571 Engr Co property books audited.

29 Sep 70: 2-4 Arty property books audited. 493 MI property book zeroed.

30 Sep 70: 2-60 Inf property books audited.



- 1 Oct 70: 2-47 Inf (M) property books audited.
- 2 Oct 70: 493 MI property book audited.
- 3 Oct 70: 99th CS Spt Bn property book zeroed.
- 5 Oct 70: 99th CS Spt Bn property book audited. HHC 3/9 property books zeroed.
- 7 Oct 70: HHC property books audited.
- 12 Oct 70: Honor guard depart for CONUS.

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Appendix 2 (Supply) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division  
KEYSTONE ROBIN After Action Report.

1. Purpose: This appendix reviews those actions and procedures that were followed to turn-in equipment and supplies and to zero out unit property accounts and the brigade supply accounts.

2. General:

a. The brigade supply points began phasing out in July and completed closing in September.

b. Units started their drawdown on 5 July by turning in excess TA50-901 and those nonessential supplies that were still in depot pack. Class I and V supplies were turned-in on a paper transaction and redrawn as operational loads. Over the period July to unit standdown, these operational loads were reduced by attrition in order to minimize the amount of transportation required to move out of Long An, Hau Nghia and Bien Hoa Provinces.

c. Turn-in of equipment to the Keystone Processing Location at Long Binh began on 20 July 1970. Turn-in procedures were outlined in Saigon SUPCOM Order 3-70 (U) and were spelled out in detail in the 3d Brigade's OPRD 183-70 (U) (Annex I).

3. Requisition Policies: After 1 Sep 70 only 02 priority and Red Ball requisitions were accepted for forwarding. Requisitions with 05 or 12 priority were on a fill or kill basis because of the drawdown of the supply points and the length of time required for anything other than 02 to be processed and shipped by depot.

a. All out of country requisitions including all Red Ball and 02 priority requisitions that had an EDD of 1 Sep 70 or later were cancelled by the brigade supply activities on 25 July 70.

b. All 02 priority and Red Ball requisitions passed out of country on which shipping status had not been received were cancelled on 10 August 1970.

c. All in-country requisitions other than 02 or Red Ball were cancelled upon the standdown of submitting unit.

d. The brigade supply activities cancelled their activity address codes AR81WR (General Supplies) and AT81WT (Repair Parts) on 27 September 1970.

4. Clearance and Disposition of Stock Record Accounts:

a. The brigade's two stock accounts were closed on the following dates:

(1) AT81WR - 19 September 1970.

(2) AT81WT - 10 August 1970.

b. The stock records and supporting files were turned in to the overseas records holding area upon standdown.

5. Clearance and Disposition of Unit Property Accounts:

a. The property records from each unit were inspected by a qualified officer from the brigade for the following:

(1) To insure that they were reduced to zero balance.

(2) To verify that all property had been turned in to the appropriate supply officer, processing activity or otherwise accounted for in accordance with applicable instructions and regulations.

b. The unit property records were then turned in to USARV G4 (Keystone Branch) for final inspection and possible audit by GAO.

6. Problems/Recommendations:

a. Problem: There was considerable delay in getting disposition instructions from depot on Class II stocked under Project "Excess Station Return".

b. Recommendation: ICCV should provide major supply activities that are inactivating with advance disposition instructions as to which items are to be returned to depot and which are to be retrograded to Okinawa.

Tab A (Medical Supply) to Appendix 2 (Supply) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

1. Purpose: To review and evaluate the redeployment of the 3d Brigade, 9th Infantry Division Medical Supply Office (BMSO) in order to provide assistance to units conducting similar actions in the future.

2. General: Redeployment objectives were established as follows:

a. Normal supply support was provided by BMSO through 31 August 1970.

b. All emergency requisitions were processed through BMSO until the time of each unit's move from its base camp.

c. Units standing down turned in all medical supplies to BMSO on DA Form 2765-1 (Request for Issue or Turn-In).

d. On 1 September 1970, an essential medical supply kit was provided for each unit for use until move to standdown area. All other medical supplies had been turned in by this time. All remaining supplies in the kits were turned in to the BMSO representative at the standdown area.

e. Units were serviced by the 3d Bde Aid Station while at the standdown area; supplies for this aid station were coordinated with the 11 ACR Medical Supply Office.

3. Redeployment Concepts:

a. Units:

(1) All unopened unit supplies were turned in to BMSO by 10 September.

(2) Opened medical supplies were destroyed in accordance with AR 40-61 and a copy of the record of destruction was submitted to the BMSO.

(3) All excess supplies and equipment were turned in to BMSO as soon as possible.

b. BMSO:

(1) All excess medical supplies and equipment were turned in immediately to 1/32d Medical Depot.

(2) All medical supplies and equipment were turned in to 1/32d Medical Depot by 15 September 1970.

(3) BMSO liaison was established at the 3d Bde standdown area aid station and received the emergency medical kits from each unit as it stood down.

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#### 4. Chronology of Events:

- a. Units turned in all non-essential medical supplies and TC&E equipment immediately to BMSO.
- b. All out-of-country requisitions other than O2 priority were cancelled immediately.
- c. All out-of-country O2 priority requisitions were cancelled by 1 Aug 70.
- d. All in-country requisitions other than O2 priority were cancelled 7 days prior to that unit's standdown.
- e. All in-country O2 priority requisitions were cancelled upon standdown of the submitting unit and any remaining items were turned in to BMSO before departing base camp.
- f. A technical inspection of medical equipment was performed by 1/32d Medical Maintenance and all equipment was turned in by BMSO to 1/32d Medical Depot by 15 September 1970.
- g. All medical supplies at BMSO were also turned in to 1/32d Medical Depot by 15 September 1970.
- h. Medical supplies at the 3d Brigade Aid Station at the standdown area and essential medical kits were turned in upon completion of standdown of each unit.

#### 5. Relocation:

- a. BMSO closed down in Tan An on 15 September 1970 and did not open up again at the standdown area.
- b. Medical supply personnel assisted 3/9 Aid Station in obtaining medical supplies from the 11th ACR in Di An.
- c. BMSO kept its medical supply account open at 1/32d Medical Depot until standdown of all units as an emergency supply point for the 3d Brigade Aid Station.

#### 6. Problems, Lessons Learned, and Recommendations:

- a. Problem: The Brigade Medical Supply Officer prepared an emergency medical supply kit for each battalion surgeon. Each kit was identical. This resulted in complaints from the battalion surgeons each stating that items essential to his operation had been left out.

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b. Lessons Learned: A separate kit should be prepared for each Battalion Aid Station with the particular needs of that unit in mind.

c. Solution: Let each battalion surgeon prepare his own emergency medical supply kit.

d. Problem: No maintenance inspection was performed on the medical equipment prior to its turn-in because of the lack of trained personnel in the Brigade. This resulted in some confusion at the medical depot.

e. Lessons Learned: To avoid confusion at the turn-in point all medical equipment must be adequately inspected prior to turn-in.

f. Recommendations: Coordination should be made with the appropriate medical maintenance personnel from the supporting activity to TI all equipment prior to turn-in.

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Tab B (Equipment Turn-in Schedule) to Appendix 2 (Supply) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report  
WHEELS

	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	
5-60 Inf																																							
6-31 Inf																																							
2-47 Inf																																							
2-60 Inf																																							
2-4 Arty																																							
276 PA Det																																							
39 Cav (ACV)																																							
45 Inf Pk (SU)																																							
65 Inf Pk (CT)																																							
39 Comm Det																																							
Co a 75 Inf(Bangers)																																							
493 MI Det																																							
578 Arty Co																																							
56 Sig Co																																							
59 CSgt Bn																																							
483 MP Pk																																							
HNIC 3d Bde																																							

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Tab B (Equipment Turn-in Schedule) to Appendix 2 (Supply) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE RUBIN AFJR Action Report.

SHALL ARMS

	SEPTEMBER										OCTOBER																											
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
5-60 Inf	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
6-31 Inf																																						
2-47 Inf																																						
2-60 Inf																																						
2-4 Art																																						
276 FA Det																																						
39 Cav (ACV)																																						
45 Inf Plt (SD)																																						
65 Inf Plt (CT)																																						
39 Chem Det																																						
Co B 75 Inf (Ranger)																																						
493 MI Det																																						
571 Engr Co																																						
56 Sig Co																																						
99 COSgt Bn																																						
483 MP Plt																																						
H HC 3d Bde																																						

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Tab B (Equipment Turn-in Schedule) to Appendix 2 (Supply) to ANNEX D (Logistics)  
to 3d Infantry Division KEYSTONE RUBIN After Action Report.

	SEPTEMBER												OCTOBER																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10		
5-60 Inf																																										
6-31 Inf																																										
2-47 Inf																																										
2-60 Inf																																										
2-4 Arty																																										
276 FA Bat																																										
39 Cav (ACT)																																										
45 Inf Plt (SB)																																										
65 Inf Plt (OT)																																										
39 Chem Bat																																										
Co E 75 Inf (Ban)																																										
493 MI Bat																																										
571 Engr Co																																										
56 Sig Co																																										
99 CSSpt Bn																																										
483 MP Plt																																										
MHC 3d Bde																																										

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Tab B (Equipment Turn-in Schedule) to Appendix 2 (Supply) to ANNEX B (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE RUBIN After Action Report.

ENGINEER POWER GENERATING		SEPTEMBER												OCTOBER																																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12			
5-60 Inf		3	3	3	3	3	3	3	7																																						
6-31 Inf			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		
2-47 Inf (H)																																															
2-60 Inf																																															
2-4 Art																																															
276 FA Det																																															
39 Cav (ADV)																																															
45 Inf Plt (Su)																																															
65 Inf Plt (GT)																																															
39 Chem Det																																															
Co E 75 Inf (Ranger)																																															
493 MI Det																																															
571 Engr Co																																															
56 Sig Co																																															
99 CS Spt Bn																																															
493 NF Plt																																															
493 Bde																																															

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Appendix 3 (Maintenance) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry  
Division KEYSTONE ROBIN After Action Report

1. Purpose: To maintain Maintenance Support as required to all brigade units and at the same time phasedown the maintenance operation itself.

2. General Concept:

a. Phasedown of maintenance facility at Ben Luc. During the period 10 July 70 through 15 Aug 70, only mission essential type items was submitted for repair. Units were advised not to request any repair parts for stockage. This enabled units to use up stock currently on hand. As of 15 Aug, the maintenance facility at Ben Luc was completely closed down. The complete ASL of repair parts had been turned in to depot and all stock record cards were at zero balance, however, selected DX items were retained in stock. All equipment that had been submitted for repair that the owning unit did not consider to be mission essential, had been returned to its owner for his turn in at the processing location.

b. Emergency Maintenance Support at Tan An: On 15 Aug a complete maintenance support element was operational for mission essential repairs at Tan An. Even though there was no ASL of repair parts available, a shop stock of approximately 700 lines was available to support this operation. Any repair parts needed and found not to be on hand were processed through MRE to depot. This capability at Tan An consisted of automotive, small arms, fire control, arty, instruments, commo/electronics and generators. This maintenance support element was operational during the period 15 Aug through 15 Sep 70. Also operational during this period were maintenance contact teams in support of 2-60 Infantry and 2-47 Infantry. As of 15 Sep 70, the support element at Tan An was closed.

c. Maintenance Support at the Standdown Location: A very limited capability for support at the standdown area was established as it was felt that most problems encountered by units would be at organizational level and not at the field maintenance level. However, capability of support in the areas of automotive, generators, and commo were available if required.

3. Problems/Recommendations:

a. Problem: Due to the maintenance facility at Ben Luc being a separate compound, it was decided to displace the maintenance facility prior to the standdown of units being supported. This caused an interruption in the support programs and to some extent, an inconvenience to supported units.

b. Recommendation: The maintenance facility should be one of the last elements to be displaced and/or closed.

Appendix 4 (Transportation) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

1. Purpose: This appendix covers procedures that were followed during redeployment for requesting and using non-organic transportation, procedures for the shipment of hold baggage, and some of the more significant problems that were encountered.

2. General: The brigade's organic transportation was not sufficient to handle the volume of equipment, personnel and supplies that had to be moved. Extensive support from the 25th Infantry Division and 4th Transportation Command was required and received.

a. During the pre-standdown period 4th Transportation Command stake and platform trucks were used in increasing numbers to retrograde supplies to depot and to retrograde unneeded conax containers to Long Binh.

b. Upon standdown, units were moved to their standdown location by air, bus and truck. Busses were used to transport troops in order to conserve 2½ and 5 ton trucks for hauling equipment.

c. In the standdown area, four busses were kept on a 24 hour basis with the brigade furnishing the drivers. Additional busses were provided from Saigon Support Command on a mission basis. These busses were utilized to transport troops to Bien Hoa for air shipment to their new units and to provide shuttle transportation in the Di An area. Some were used to take personnel to Camp Alpha for R&R and return. Two five ton trucks were also required on a daily mission basis to haul trash at Di An. Additional five tons were required as units neared completion of their standdown and when they had turned in all their organic wheel vehicles.

3. Procedure:

a. Transportation requests were submitted through the Brigade S4 to the S3, 99th CS Spt Bn. Each transportation request contained the following information:

- (1) Number and type of vehicles required.
- (2) Date and time required.
- (3) Date and time vehicles would be released.
- (4) MHE support required, if any.
- (5) Items to be shipped.
- (6) Type container (Conex, Crate, etc.).
- (7) Estimated weight and cube.

b. Each unit was responsible for preparing Transportation Control Movement Documents (TCMD's) for the 4th Transportation Command transports used and insuring that all loads were loaded and secured properly.

c. The Brigade S4 handled all requests for highway clearances and MP escorts. The Brigade S3 coordinated air cover for the convoys.

d. Non-organic transportation usage figures: Tab A.

#### 4. Hold Baggage:

a. Shipment of unaccompanied baggage by personnel on out-of-country PCS orders was handled in conjunction with normal out processing.

b. USARV OPLAN 183-70 (U) gave the brigade authority to approve requests for shipment of hold baggage in advance of PCS orders. Personnel using this means of shipment were primarily those who were transferring in-country and who had more than 200 lbs of personal property. No problems were encountered with shipments of this type.

c. Other personnel being transferred in-country were to be given authority under the provisions of paragraph 2-2 of JTR M8008 to ship 200 lbs of unaccompanied baggage to their home of record. Numerous problems and inconveniences resulted from this action. First, a definite answer on how to word the orders and which MDC code to cite was late in coming. The final answer from Major Ross, G4 Transportation was that the JTR would be referenced in the orders and the 3MO1 or 3ME1 MDC code would be used. Second, the hold baggage facility at Tan An Airfield and the Long Binh facility later refused to accept shipments under this fund code. Verification of approval was sought and obtained from Major Ross. Later, the Long Binh facility again refused to accept the hold baggage shipments. Finally, word was received on 26 Sep 70 that no more shipments could be accepted under JTR M8008 and that all personnel must request shipment in advance of PCS orders under the provisions of USARV Reg 55-2.

d. The majority of the hold baggage was shipped through the 11th ACR Hold Baggage facility at Di An. Volume involved is shown in Appendix 6. The brigade augmented that facility with the following personnel:

1 NCOIC	Customs Inspector
1 E4	Clerk Typist
2 E4	Packer/Handler

#### 5. Problems/Recommendations:

a. Problem: Most battalion and company-size units are unable to accurately forecast their transportation requirements, particularly for stake and platform trucks. This results in numerous last minute requests or cancellations, causes confusion and adds significantly to coordination requirements placed on the brigade S4 section.

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b. Recommendations: That a transportation specialist visit each unit scheduled to move out of a base camp 5-7 days prior to the scheduled move in order to accurately forecast transportation requirements.

c. Problems: USARV OPLAN 183-70 (U) is not completely clear in policy and procedures for granting approval to ship hold baggage.

d. Recommendations: A separate appendix on transportation should be published to include examples of letter requests and approving indorsements.

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Tab A (Transportation Usage) to Appendix 4 (Transportation) to ANNEX D  
(Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action  
Report

The following non-organic transportation was required to support the brigade  
in hauling equipment and personnel in conjunction with the Keystone Robin  
operations through 26 September 1970:

- a. Busses: 164 bus days from 4th Transportation Command.
- b. 5 ton tractors with Stake & Platform trailers: 420 truck days from  
4th Transportation Command.
- c. 5 ton cargo: 125 truck days from 4th Transportation Command.
- d. 2½ ton with trailers: 19 truck days from 25th Infantry Division.
- e. Air Craft (does not include dedicated C-7A):
  - (1) 4 C-123 Sorties.
  - (2) 12 C-7A Sorties.
  - (3) 1 CH-47 Sortie.

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Appendix 5 (Organization and Operation of Standdown Location) to ANNEX D  
(Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action  
Report

1. Purpose:

- a. To provide an area and facilities for brigade units to relocate to from their tactical AO.
- b. To provide units necessary equipment (PC&S and TO&E) so that they may zero their property books and still have necessary equipment to operate in the standdown area.
- c. To provide all required services such as billeting, mess, supplies, laundry and transportation for the unit during standdown.

2. Concept of Operation:

- a. It was planned to operate the standdown area to some extent as a large replacement unit. There was one central supply established to sign for and control all buildings and PC&S property. PC&S property was hand receipted from the 79th Maintenance Bn and hand receipted as necessary to units occupying each of the areas.
- b. TO&E property necessary for units to operate in the standdown location after their property books were zeroed was hand receipted by the central supply section from the processing location. This involved mainly vehicles.
- c. Due to limited billeting facilities it was necessary to schedule units into the available space so that as the first unit was phasing out a subsequent unit could phase in to the same area.
- d. Sufficient beds, mattresses, liners, desks and chairs were prepositioned in buildings prior to units arrival. A total of 2500 beds and mattresses were required for the Di An area.
- e. A transportation motor pool was established to support the standdown operation. This motor pool controlled all vehicles which were on hand receipt from the processing location and all bus transportation for the shipment of personnel to new units. Four (4) busses were obtained on a 24 hour basis; others were available on a mission basis.
- f. A movement control center with an officer was provided to insure appropriate transportation was available for movement of troops.
- g. One squad of engineers was utilized in repair of and upgrading of buildings on a full-time basis for six (6) weeks prior to standdown and throughout the standdown period. Early screening of units for electricians, plumbers

and carpenters to augment this team was necessary.

h. Quartermaster bath units were required to support the units. 29th GS Group provided a total of three bath units during the period 25 August to 10 October. These bath units were a great and well-appreciated service to the troops.

i. Considerable coordination with PA&E was essential. It's necessary for one man to establish priorities. Subordinate units must be required to submit work requests to a acting installation coordinator so that appropriate priorities can be placed for the entire command. This is best accomplished by having the PA&E work coordination office informed to accept work orders only from certain personnel.

j. Necessary personnel to establish and operate the standdown area should be provided early. The advance party should make liaison with the area coordinator a minimum of 6 weeks prior to the arrival of the first units. Below are organizational and personnel requirements.

(1) Standdown Coordinators Office:

- 1 Major (OIC)
- 1 E-7 Operation NCO
- 1 E-4 Clerk
- 1 E-4 Driver

(2) Central Supply Section:

- 1 Captain, Supply Officer
- 1 E-6/E-7 Supply NCO
- 1 E-5 Supply Clerk
- 2 E-4 Supply Clerk/Handlers

(3) Transportation/Motor Pool Section:

- 1 E-7 Motor Sergeant
- 1 E-4/E-5 Dispatcher
- 1 E-6 Maintenance Sergeant
- 4 E-4/E-5 Mechanics
- 10 EM Drivers

(4) HQ Commandant Section:

- 1 Captain, HQ Commandant
- 1 E-6/E-7 NCO Assistant
- 10 EM Duty Soldiers/Guards

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(5) Mess Sections: Necessary mess personnel to open and operate messes as required prior to troops arrival.

### 3. Problems/Recommendations

a. Problem: As the troop density increased, the electrical draw naturally increased. This resulted in overloading of generators and considerable power outages. After continuous coordination with PA&E and the Southern District Engineer, additional generators were provided for the area and the problem solved.

b. Recommendation: The advance party, in conjunction with PA&E, should survey the power available and determine its adequacy in relation to projected usage and insure additional generators are provided early.

c. Problem: All buildings were in a state of disrepair and in need of considerable cleaning. This required six (6) weeks of effort on the part of approximately 35 personnel to clean up the trash and return the building to minimum living standards. It required an average of 12 man hours per building for repair of electric wiring by PA&E. Most showers required repair and general cleaning.

d. Recommendation: Provide the advance party sufficient personnel early enough to do the necessary work. The advance party OIC must quickly establish contact with PA&E for required work.

Appendix 6 (Graphic Representation) to ANNEX D (Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report

1. Purpose: This appendix depicts the charts that were used to brief the commander and visitors and reflect data that was current as of 25 September.

2. General: Early in the redeployment it became clear that some way was needed to keep track of equipment turn-ins in order to keep the commander and other key interested personnel informed. The reports that were required of subordinate units are listed in Appendix 15 to Annex D of the 3d Brigade OPORD 183-70 (U) (shown at Annex I of this report) and were designed to minimize the administrative burden on subordinate units.

a. Reports on MTOE equipment turn-ins were required only every five days. This turned out to be a satisfactory procedure and helped to minimize the workload of the property book officers.

b. Reports on post, camp and station property turn-in were required weekly and were submitted by the units each Saturday.

c. All other reports were weekly and submitted on Saturdays.

3. Comments on Charts:

a. The charts shown at Tabs A through E reflect the status of turn-in of each category of equipment. The straight diagonal line represents the turn-in schedule recommended by Saigon Support Command while the other line reflects the actual turn-in. The figure in parentheses in the upper left corner of each chart is the total density of equipment as reported in the unit inventories which were submitted on 10 July.

b. The chart shown at Tab F was used to summarize the preceding five charts and shows the percentage of turn-in for each category of equipment. Turn-in of trailers was recorded as a separate item of interest.

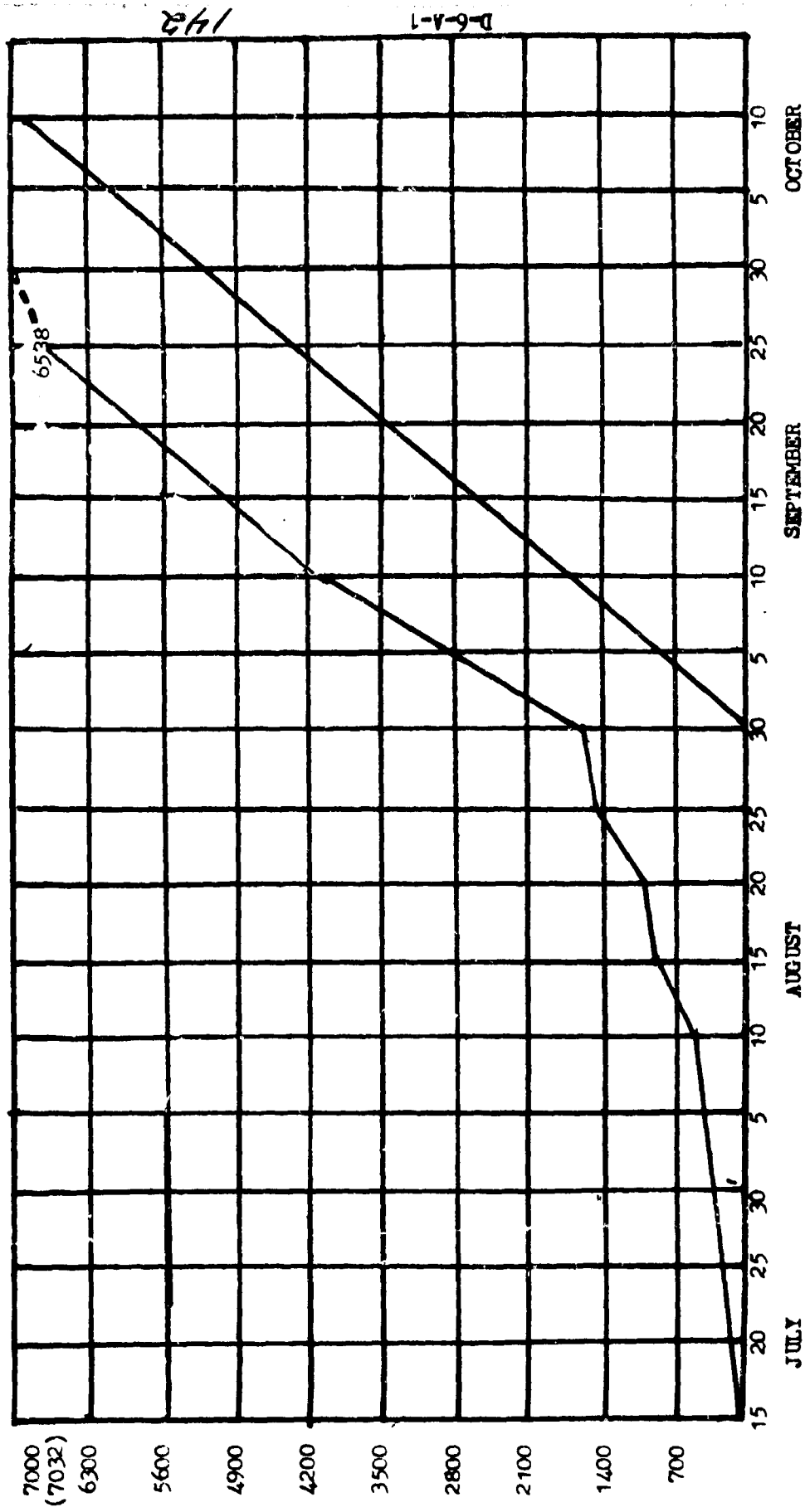
c. The chart at Tab G was used to show percentage of turn-in of selected PC&S items and is self-explanatory.

d. The Supply Point Phase-Out chart at Tab H was used to reflect the various supply points operated by the 99th CS Spt Bn.

e. The last three charts (Tabs I, J and K) were for S4 use only and show the quantity of reports of survey received and completed, the number of hold baggage shipments and the key logistical dates for each of the units. There was a slight increase in the report of survey workload, however no significant problems resulted. It was necessary, however, to maintain tight control on the surveying officers through the use of suspense dates. Subsequent units should consider the use of a survey board consisting of officers who will be available throughout the stand-down period.

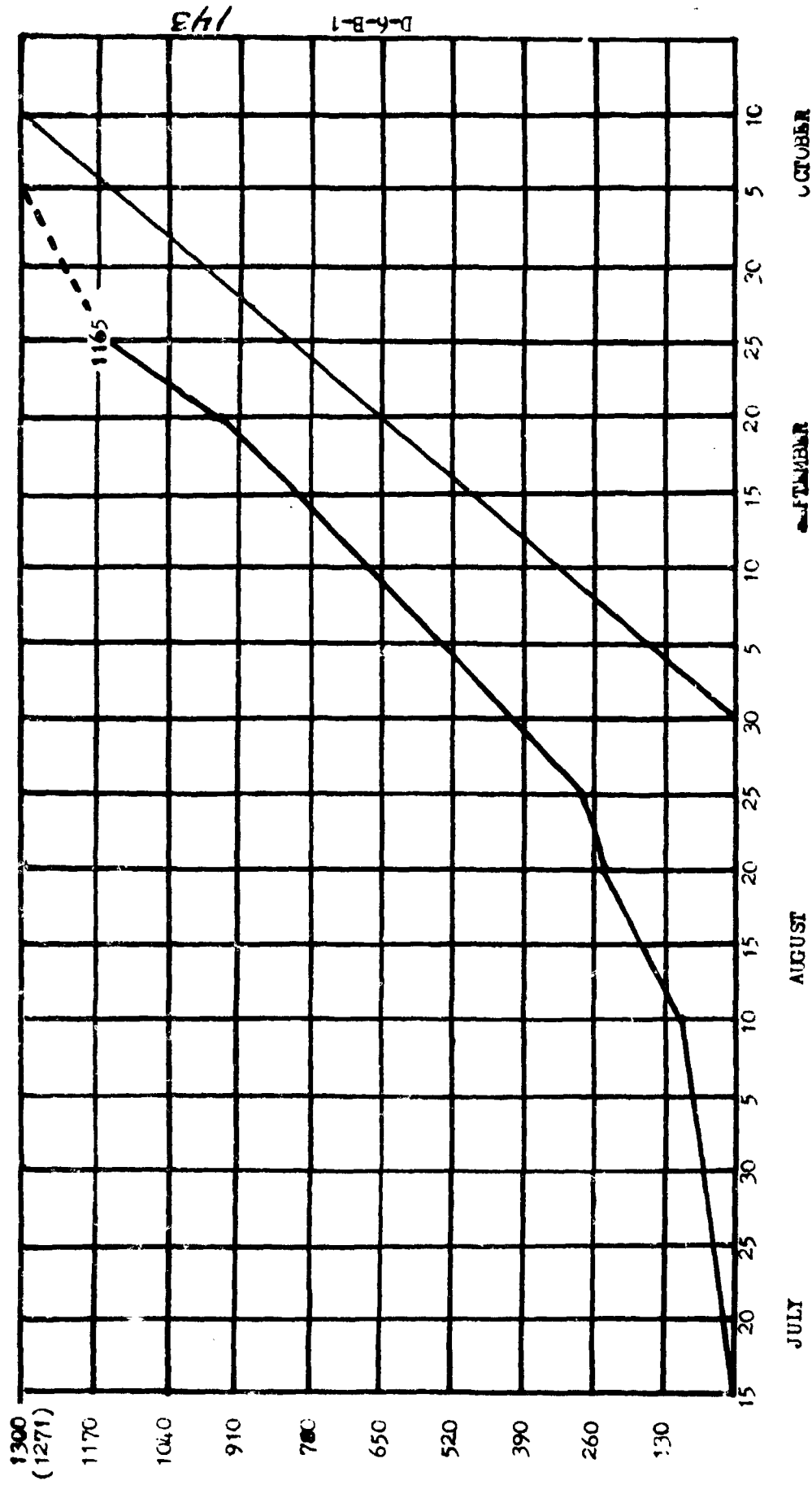
**Tab A (Weapons) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics) to 3d Infantry Division KEYSTONE ROBIN After Action Report.**

# WEAPONS



Tab B (Commel) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division. KEYSTONE ROBIN After Action Report.

# COMMEL

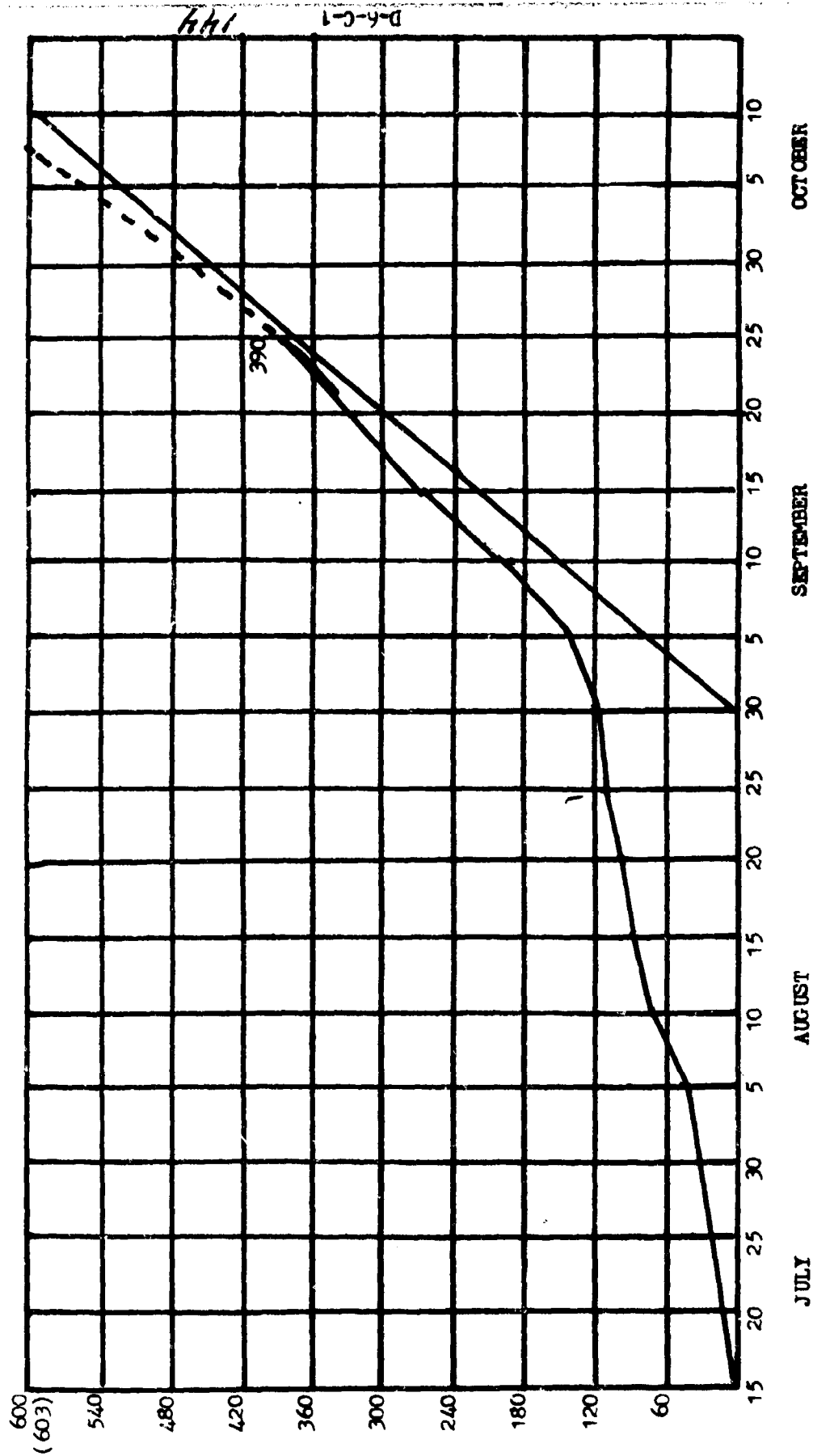


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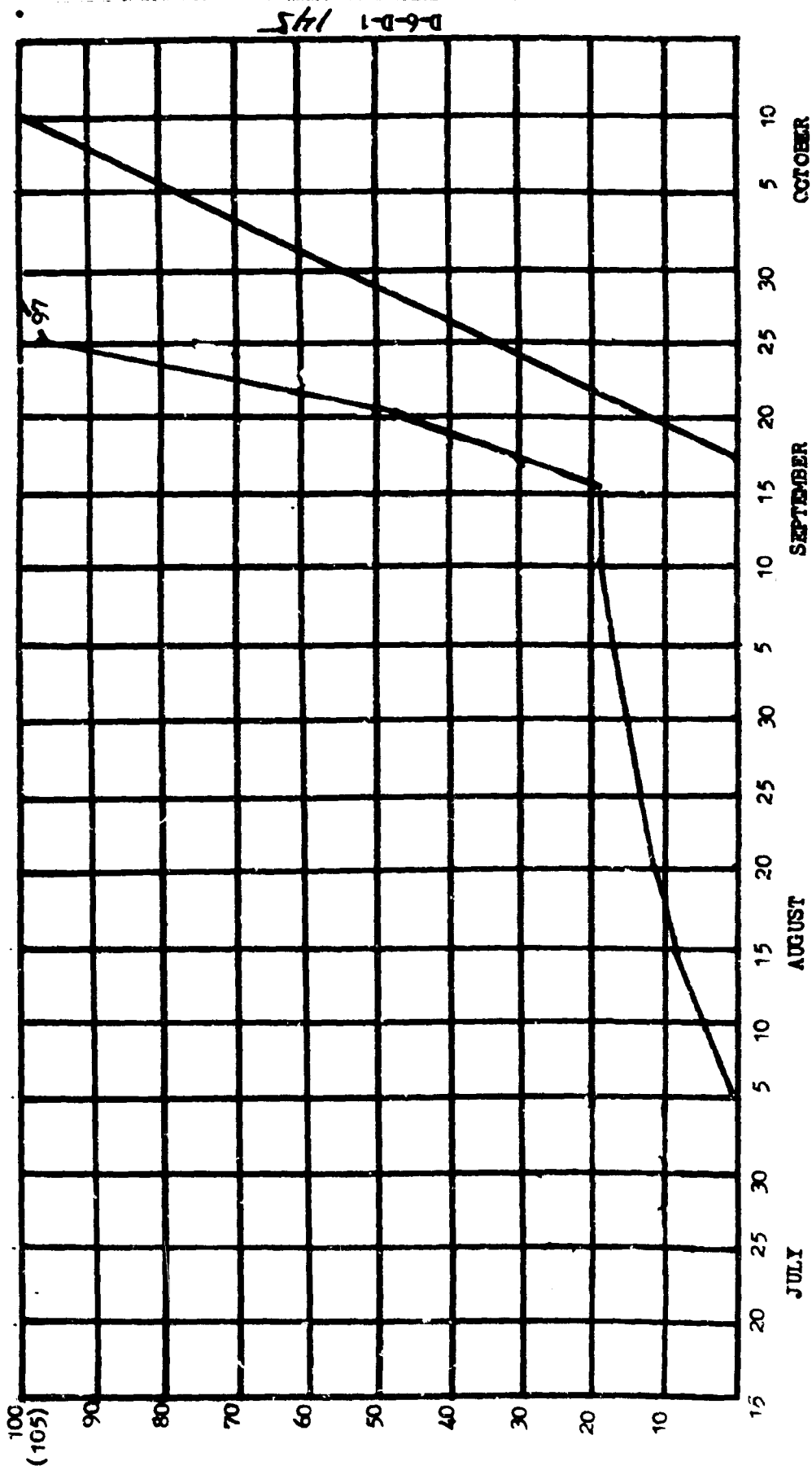
Tab C (Wheel Vehicles) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

## WHEEL VEHICLES



Tab D (Track Vehicles) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

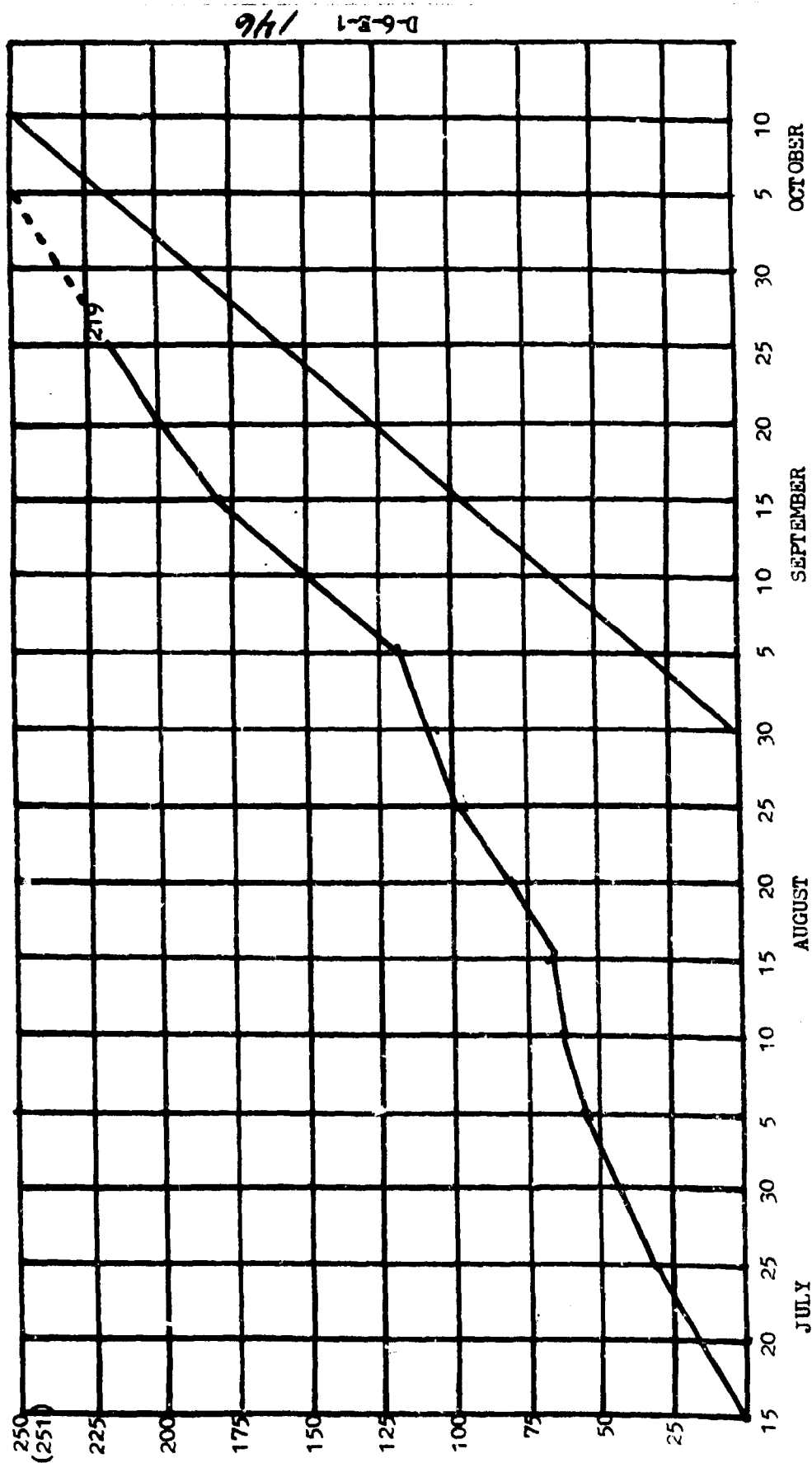
# TRACK VEHICLES





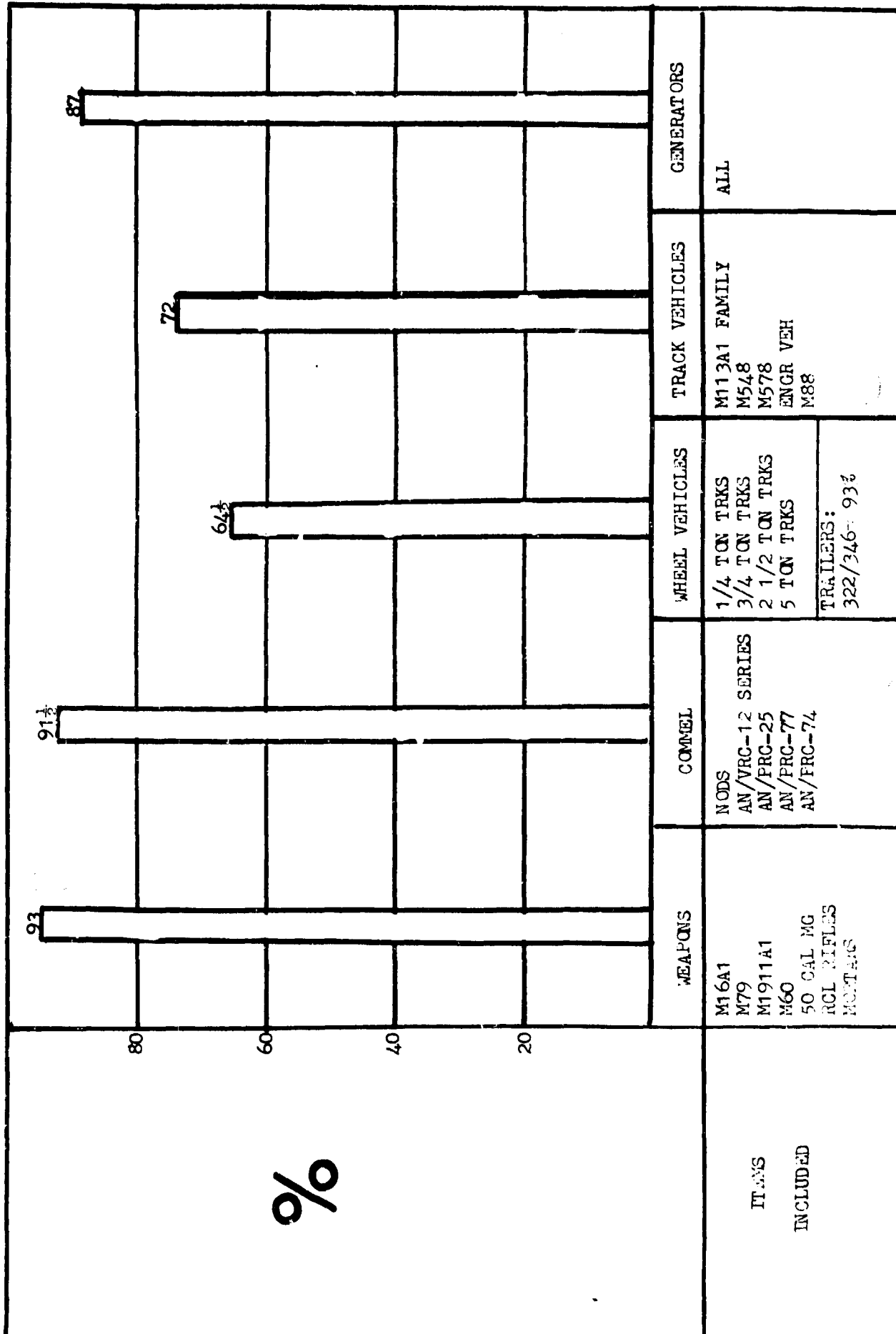
Tab E (Generators) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

## GENERATORS



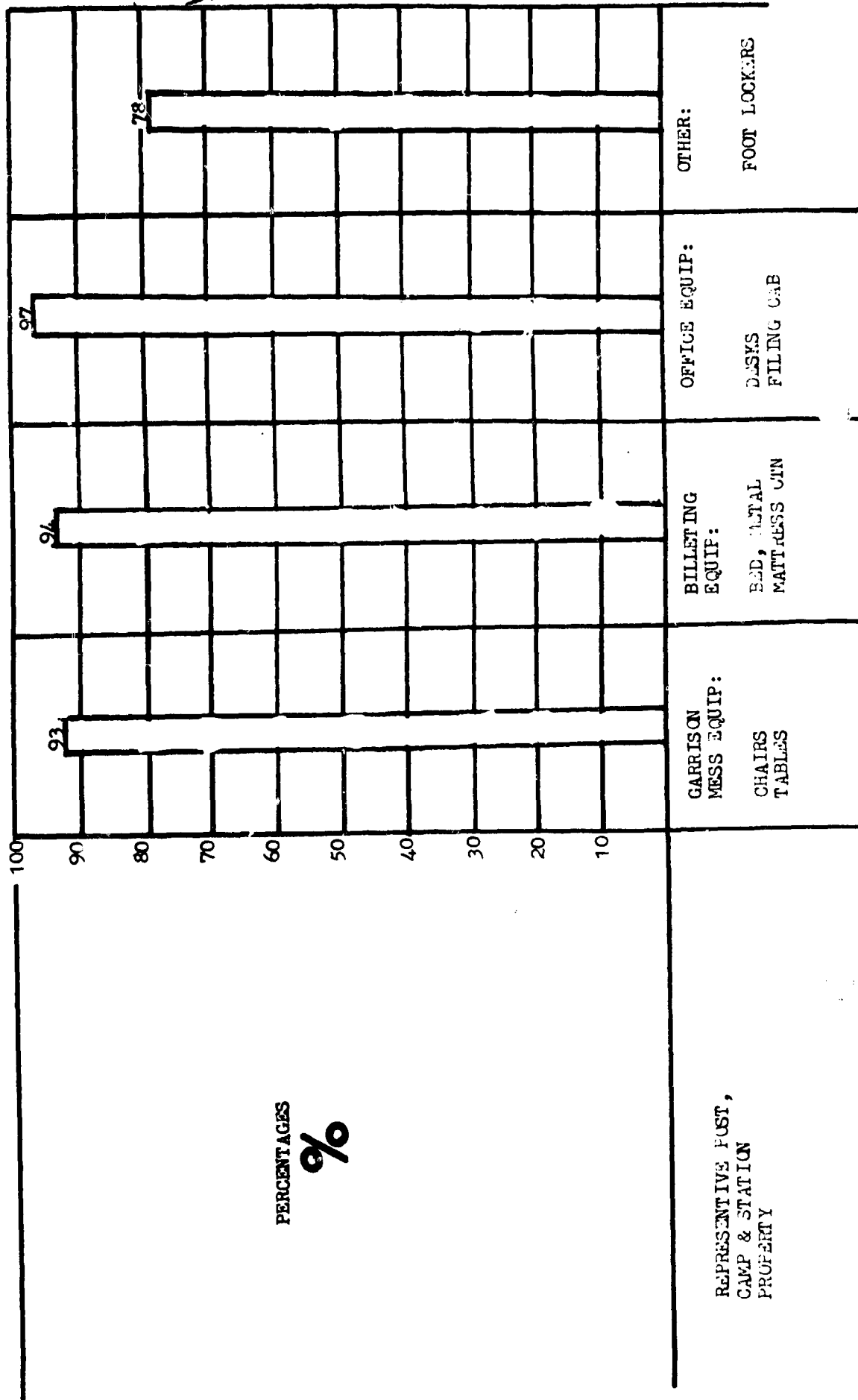
Tab F (Status of Major Item Turn-in) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

# STATUS OF MAJOR ITEM TURN-IN

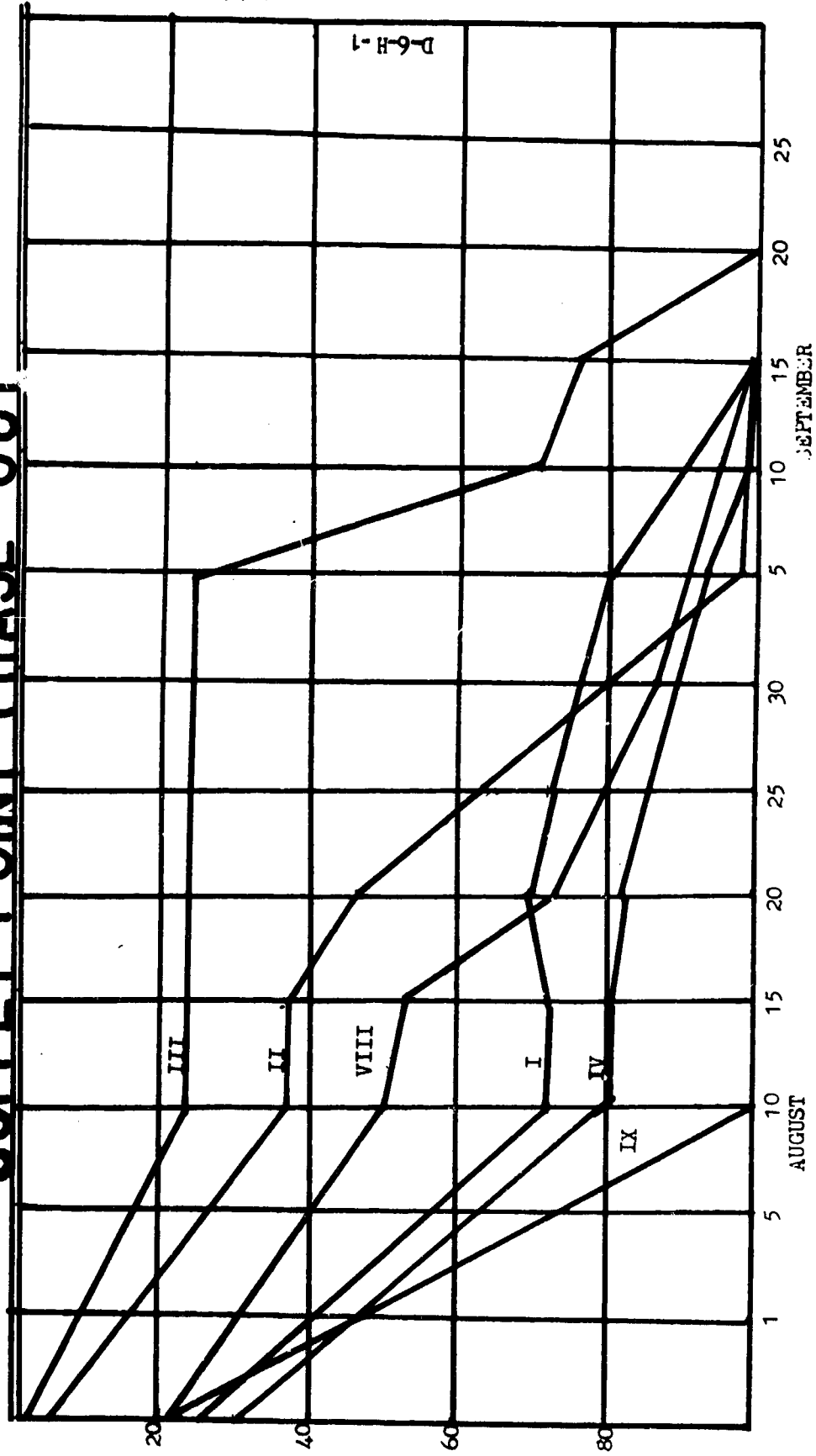


Tab G (Status of PCS Equipment Turn-in) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

# STATUS OF P C S EQUIPMENT TURN-IN



CL I  
CL II  
CL III  
CL IV  
CL VII  
CL IX



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Tab I (Report of Survey) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

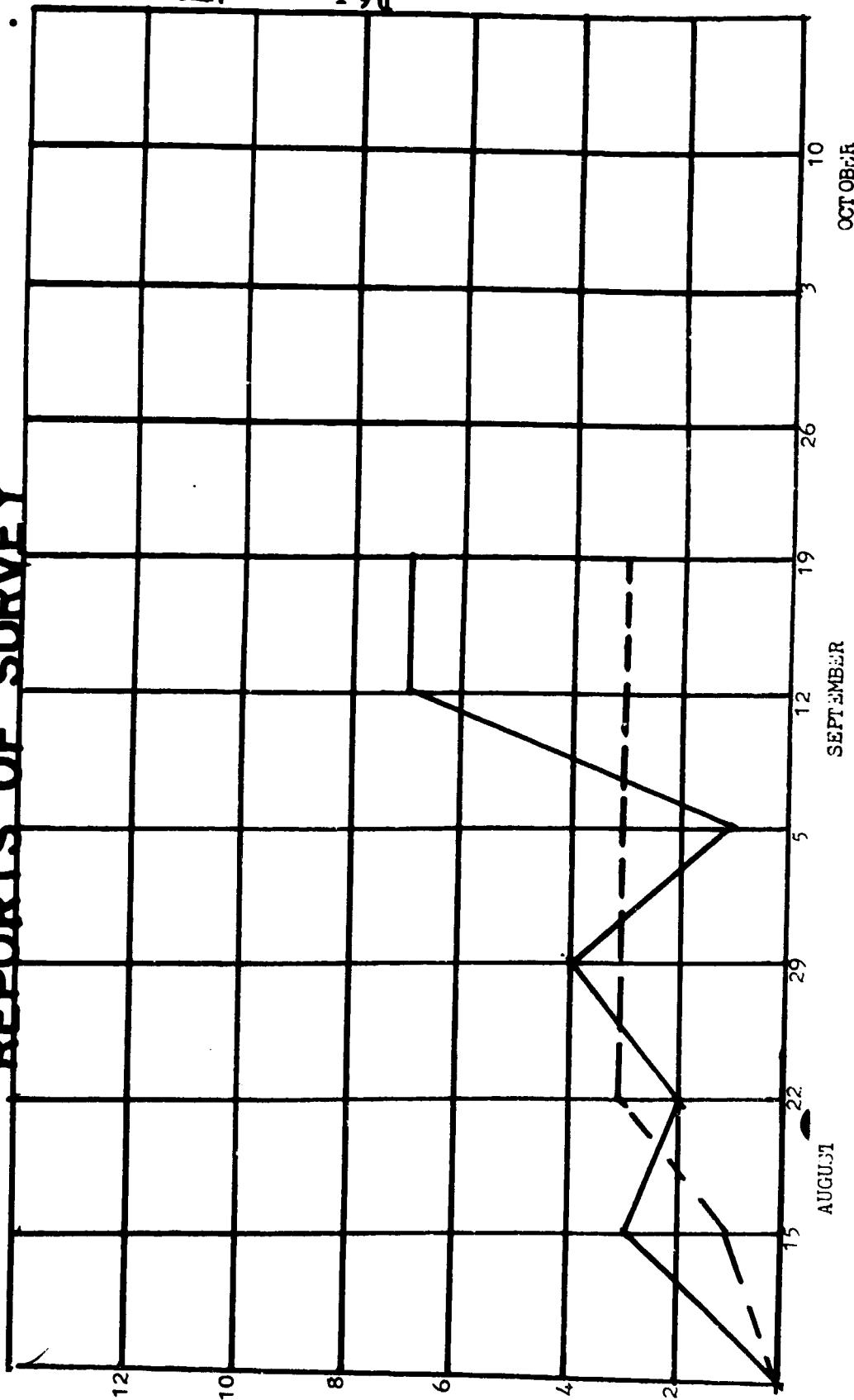
— RECEIVED

- - - FINAL ACTION TAKEN

TOTAL RECEIVED 24

TOTAL FINAL ACTION 16

# REPORTS OF SURVEY

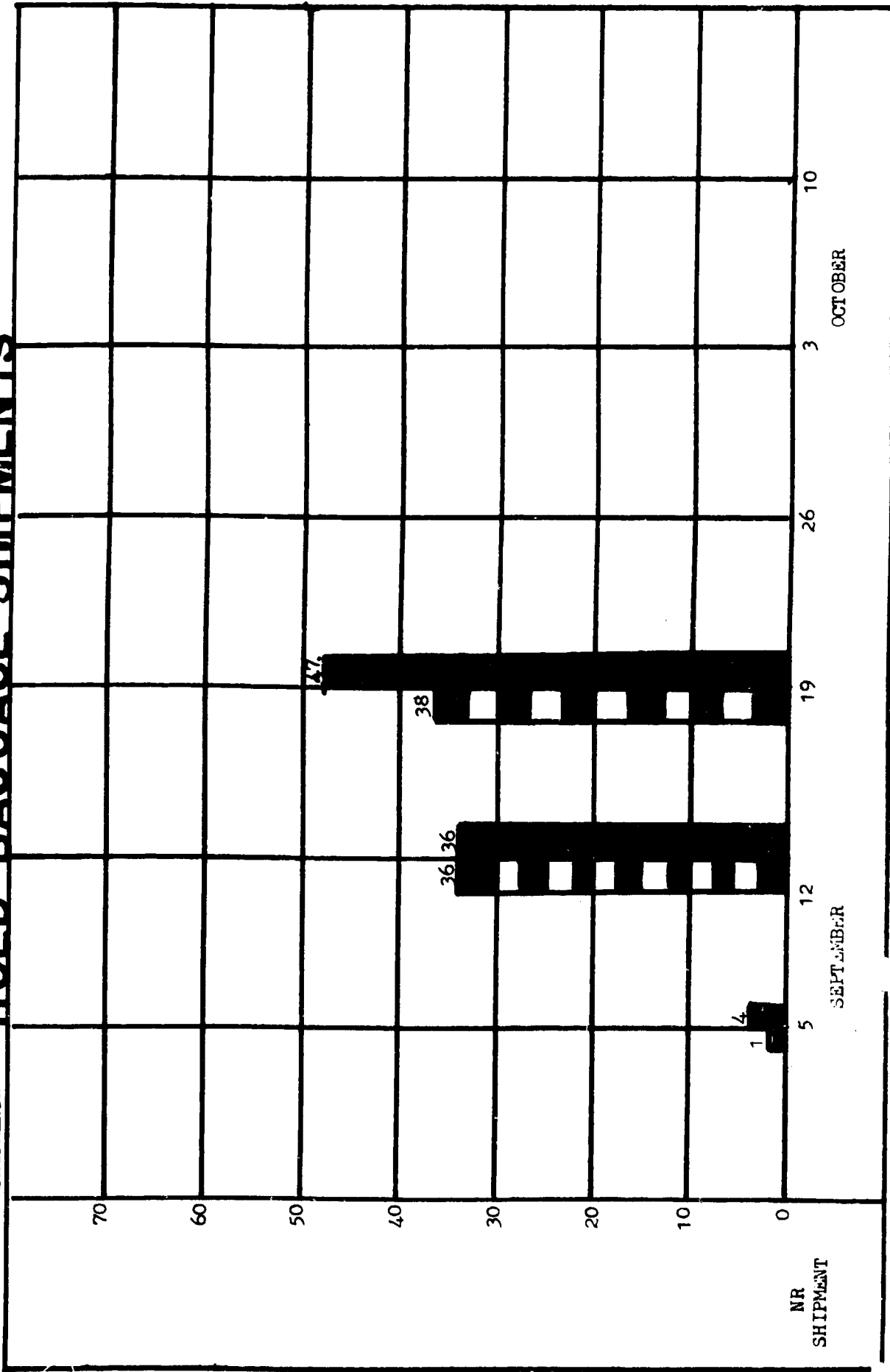


Tab J (Hold Baggage Shipments) to Appendix 6 (Graphical Representation) to ANNEX D  
(Logistics) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action  
Report.

NUMBER OF PIECES

NUMBER OF SHIPMENTS

# HOLD BAGGAGE SHIPMENTS



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Tab K (Key Log Dates) to Appendix 6 (Graphical Representation) to ANNEX D (Logistics)  
to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report.

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## KEY LOG DATES

UNIT	SD-DATE	R-DATE	100 % NTUE	100 % PCS	PB AUG 70	PB CLEAR
5-60 INF	1 SEP 70	17 SEP 70	12 SEP 70	11 SEP 70	16 SEP 70	17 SEP 70
6-31 INF	8 SEP 70	24 SEP 70	19 SEP 70	16 SEP 70	22 SEP 70	23 SEP 70
2-47 INF	15 SEP 70	30 SEP 70	25 SEP 70	25 SEP 70	1 OCT 70	2 OCT 70
2-60 INF	22 SEP 70	8 OCT 70	27 SEP 70	27 SEP 70	29 SEP 70	30 SEP 70
A/2-4 ARTY	1 SEP 70	9 SEP 70	N/A	N/A	N/A	N/A
D/2-4 ARTY	8 SEP 70	16 SEP 70	N/A	N/A	N/A	N/A
C/2-4 ARTY	8 SEP 70	16 SEP 70	N/A	N/A	N/A	N/A
B/2-4 ARTY	15 SEP 70	23 SEP 70	N/A	N/A	N/A	N/A
HH&S/2-4 ARTY	22 SEP 70	2 OCT 70	25 SEP 70	25 SEP 70	29 SEP 70	30 SEP 70
276 FA DET	22 SEP 70	25 SEP 70	28 SEP 70	28 SEP 70	27 SEP 70	28 SEP 70
39 CAV PLT(ACV)	1 SEP 70	10 SEP 70	15 SEP 70	22 SEP 70	1 OCT 70	2 OCT 70
45 INF PLT(3D)	1 SEP 70	7 SEP 70	3 SEP 70	N/A	6 SEP 70	12 SEP 70
65 INF PLT(CT)	1 SEP 70	7 SEP 70	4 SEP 70	N/A	6 SEP 70	12 SEP 70
OO E. 75 INF(MGR)	27 SEP 70	3 OCT 70	25 SEP 70	21 SEP 70	26 SEP 70	27 SEP 70
493 MI DET	29 SEP 70	5 OCT 70	1 OCT 70	4 SEP 70	3 OCT 70	2 OCT 70
571 ENGR CO	17 SEP 70	27 SEP 70	25 SEP 70	23 SEP 70	26 SEP 70	27 SEP 70
56 SIG CO	22 SEP 70	5 OCT 70	2 OCT 70	2 OCT 70	4 OCT 70	5 OCT 70
99 CG SFT BN	28 SEP 70	8 OCT 70	2 OCT 70	2 OCT 70	4 OCT 70	5 OCT 70
483 HP PLT	6 OCT 70	9 OCT 70	25 SEP 70	25 SEP 70	27 SEP 70	28 SEP 70
39 CHEN DET	1 SEP 70	7 SEP 70	3 SEP 70	N/A	6 SEP 70	12 SEP 70
HHG, 3/9 INF	5 OCT 70	11 OCT 70	4 OCT 70	4 OCT 70	6 OCT 70	7 OCT 70

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ANNEX E (Engineer) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report

1. PURPOSE: This annex describes the Brigade techniques for phase down and inactivation of engineer assets.

2. GENERAL:

a. Project Cancellation: All active and planned projects were reviewed upon notification that the Brigade was to redeploy. Most long range projects were terminated, freeing engineer assets to concentrate on completion of critical projects and redeployment projects. The main effort was directed towards completion of the Long An Secondary Road Program and the continuation of combat support, particularly the boat platoon operations.

b. Inactivation Preparation: At notification the status of all deadlined equipment was reviewed. Those items considered unrepairable prior to standdown were processed for early turn-in.

c. Impact of Redeployment: Engineer activities were reviewed to determine the effect of the Brigade's departure on ARVN/GVN as well as on other US organizations (eg: advisory teams). Arrangements were made to turnover laterite for road construction; minesweep/road opening responsibilities were transferred. Plans for completion of the US portion of the Secondary Road Program were coordinated with II Field Force. Bridge materials were turned over to a US Navy Seabee detachment remaining in Long An Province. The Brigade Engineer also worked with the Province Advisor to develop a program to upgrade the road maintenance capability of the Province Public Works Sections. Programs for new road construction in the dry season of 1970-71 were developed with Long An and Hau Nghia Sectors and forwarded to II Field Force. Road reconnaissance and engineer intelligence information was turned over to Province advisors.

d. Redeployment Engineer Activities: Engineer assets were required for various activities associated with Keystone Robin, such as the upgrade of roads leading into base camps, the removal of 40 multiplate arch structures from Brigade base camps, and the repair of buildings at the Di An standdown area. Additional projects were accomplished to aid the units in preparation for moves to standdown areas.

3. PLANNING: It was decided to standdown the organic engineer company as a unit after combat operations had ceased. The Brigade's AO was unique in that nearly the entire area was usable as a helicopter LZ, permitting engineer support to be provided on a mission basis. Engineer elements were collocated with maneuver battalions only where distance precluded adequate reaction time. The majority of the engineer assets of the Brigade were directed towards the



Long An Secondary Road Program. The anticipated reduction of GVN air assets after departure of the Brigade made it extremely important to complete as much of the program as possible.

4. CHRONOLOGY OF EVENTS:

6 Jul 70 - Review of engineer projects completed.

10 Jul 70 - Materials contracts were reviewed and modified where necessary.

20 Jul 70 - Turn-in of non-operable engineer equipment that could not be repaired prior to standdown.

10 Sep 70 - Higher headquarters notified that after 14 Sep no organic engineer support would be available.

16 Sep 70 - 571st Engineer Company standdown began.

18 Sep 70 - The 571st Engineer Company deactivated.

28 Sep 70 - All 571st equipment turned in. Unit at zero strength.

5. DISCUSSION: The phase out of engineer activities proceeded in an orderly fashion with no important problems.

6. LESSONS LEARNED:

a. Problem: Because of the tremendous amount of equipment in an engineer company there is a tendency to want to turn in at too accelerated a pace.

b. Lessons Learned: All equipment necessary for any combat support mission must be retained until combat operations cease. Changes in combat operations cannot be forecast with sufficient accuracy to allow early turn-in of operational equipment.

c. Recommendations: Sufficient time must be allowed for engineer units to turn in equipment. Ten days were allowed in the case of the 571st Engineer Company. Allowing an adequate formal turn in period eliminates the temptation to get equipment turned in early, and insures all necessary equipment is available for as long as needed.

Alpha F (Signal) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report (U)

1. PURPOSE: Serve as a guide for other units who will participate in a similar activity in the future.
2. GENERAL: The 56th Signal Company and communication elements organic to brigade units continued to support the brigade with command and control communications during combat operations and redeployment/inactivation phase out.
3. REDEPLOYMENT CONCEPT/ORGANIZATION/PLANNING:
  - a. Redeployment Concept:
    - (1) Subordinate commands with organic communications capability were responsible for maintaining command and control communications within their respective commands throughout redeployment phase until the subordinate units' standdown.
    - (2) 56th Signal Company provided secure/non-secure FM, VHF, and secure teletype communications links from Brigade to Battalions until the subordinate units' standdown.
    - (3) Communications support at standdown locations were provided by 1st Signal Brigade units.
  - b. Organization:
    - (1) 56th Signal Company's organization did not change to accomplish redeployment or relocation activities.
    - (2) 595th Signal Company at Di An, the 535th Signal Company element at Long An, and the 550th Signal Company at Bear Cat provided communications center, telephone and MARS support for units standing down.
    - (3) 53rd Signal Battalion (Corps) at Plantation provided the required photographic lab processing and public address system support.
  - c. Planning:
    - (1) Continuous reliable communications from organic assets were required to support the brigade with a gradual phasing out of communications links as the units moved to their standdown locations.
    - (2) The brigade's signal company retained, until its standdown date, the capability to be responsive to brigade requirements in the event of renewed hostilities.

(3) Base Camp security forces were maintained for security, (Tan An Main, Tan An Airfield, and Camp Keaton) until base camp turnover to GVN forces. FM communications with Sector MACV was coordinated to provide artillery/gunship/dustoff support if required. In addition, if available, telephone support was given to the security forces (for Tan An Main and Airfield) by the 1st Signal Brigade Area Switchboard.

#### 4. CHRONOLOGY OF EVENTS:

a. 15 July 1970: A letter and circuit request for a trunk from Long An Switchboard to Long Binh Switchboard was submitted. The trunk request was approved and activated 30 July 1970. This enhanced coordination of Keystone Robin activities.

b. 27 July 1970: A Brigade Signal Officers' Conference was conducted to discuss the equipment turn-in schedule previously published, and to determine any special communications requirements or problems associated with redeployment/inactivation.

c. 1 August 1970: The Signal Annex to Brigade OPLAN 183-70 was typed into the final form for publication. Upon publication the document became OPCRDER 183-70.

d. 3 August 1970: Formal requests to USARV and II FFV were prepared and dispatched as messages (see appendices 1 and 2), requesting authorization for direct coordination with local signal commanders at Keystone Robin Supporting Facilities, a sole user circuit from 25th Infantry Division at Cu Chi to 3d Brigade 9th Infantry Division at Di An, (this request was later canceled due to 25th Division's installation of VHF system between the two headquarters), and non-brigade communications support in the following areas:

- (1) Communications Center.
- (2) Switchboard and telephone service.
- (3) Photographic service.
- (4) Public address support.

Support in all areas was approved and each 1st Signal Brigade or other signal unit was tasked accordingly.

e. 7 August 1970: A Comprehensive review of all SOI/SSI, USKAC - Codes required by the brigade after 1 September 1970 was made. On 1 September 1970 the brigade required only the USARV, II FFV, III Corps,

CMAT and 25th Infantry Division SOI's and appropriate codes; all other SOI material received was destroyed or returned to originating headquarters.

f. 15 August 1970: A message was prepared and sent to USARV, II FFV, and 1st Signal Brigade which requested the dismantling and return to 1st Signal Brigade assets the communication towers (AB-216) at Tan An Main and Binh Phuoc base camps, (see appendix 3). This request was approved and scheduled dismantling dates were confirmed.

g. 16 August 1970: A letter of instruction tasking the communications required at Di An for the Brigade Headquarters was forwarded to the CO, 56th Signal Company (see appendix 4).

h. 16 August 1970: A message was sent to the COMSEC Logistical Support Center requesting disposition instructions and procedures on the close out of the brigade COMSEC Account (see appendix 5). The request was approved and turn-in of equipment began 29 August 1970.

i. 18 August 1970:

(1) The Brigade Signal Officer visited the MACV Sector TOC at Long An, coordinated and confirmed the communications support (artillery/gunship/dustoff) for security forces which were left to secure the Tan An Main, Airfield and Camp Keaton base camps.

(2) The first increment in the reduction of telephones at Tan An Main was accomplished. All offices which had Relentless and Long An numbers were affected. Reduction of telephones in the other base camps had also begun and proceeded as scheduled.

j. 21 August 1970: A message was forwarded to USARV C-E deactivating CACS circuits which were terminated by the brigade. This message was approved and circuits were deactivated as scheduled.

k. 24 August 1970: The second Brigade Signal Officers' Conference was held at 1430 hours. Commel equipment turn in, disposition of COMSEC Accounts, SOIs, USKAC Codes, installation of NESTOR equipment for convoy moves, and other problem areas particular to the phase out of the brigade's communications equipment and capabilities were discussed.

l. 25 August 1970: 56th Signal Company Photographic Processing Lab ceased operations. Support was given by 53rd Signal Battalion's 16th Photo Detachment.

m. 31 August 1970: 56th Signal Company's MARS facility at Tan An

Main closed. MAKS support was provided at Di An and Bear Cat by 595th Signal Company and 53rd Signal Battalion respectively.

n. 1 September 1970: Communications systems (VHF, FM, teletype) to 5th Battalion 60th Infantry at Binh Phuoc were deactivated. Secure FM radio from convoy to Brigade TOC was maintained as long as possible; thereafter, the aerial observer provided non-secure communications to the standdown location.

o. 8 September 1970:

(1) Communications to FSB Chamberlain were deactivated.

(2) Communications systems (VHF, FM, teletype) to 6th Battalion 31st Infantry at Camp Keaton were deactivated. FM secure and non-secure radio was maintained with Brigade TOC during the convoy move to the standdown location.

(3) At 0600 hours all communications systems at Tan An Main were deactivated and simultaneously those at Di An were activated to support the relocated Brigade Headquarters.

p. 9 September 1970: One AN/GRC-163 four channel system, and radioteletype (organic assets) were established and activated to provide additional direct communications from brigade to the last OICOM maneuver battalion.

q. 15 September 1970: 2nd Battalion 47th Infantry moved to stand-down location at Bear Cat. Concurrently the AN/GRC-163 was re-established to Bear Cat.

r. 22 September 1970:

(1) On this date the brigade became OPCOM to USARV and the FM, VHF, teletype communications to Division were deactivated.

(2) 56th Signal Company proceeded to standdown with the deactivation of the AN/GRC-163 system to Bear Cat; from this date forward all communications required by the brigade were provided by non-brigade units.

s. 27 September 1970: The final message to II FFV and USARV were transmitted which released all frequencies assigned to 3d Brigade 9th Infantry Division.

5. DISCUSSION - REDEPLOYMENT:

a. Upon notification of the brigade's redeployment/inactivation, the Brigade Signal Office commenced planning and preparation for the Keystone Robin activities.

b. Drafts of the Signal Annex to the Brigade OPLAN and proposed C-E turn-in schedule were prepared, these documents contained the guidance required by the communications elements of the brigade for the smooth phase out of communications systems and equipment.

c. The Brigade Signal Officer went to USARV, II FFV, 595th Signal Company at Di An, 550th Signal Company at Bear Cat, and coordinated communications support requirements for Keystone Robin. The Brigade CQ.SEC Custodian contacted CLSCV at Long Binh and prepared for the ensuing turn-in of equipment. Close coordination between the brigade personnel and the commanders at supporting facilities and higher headquarters were essential as the activities progressed to each standdown date. The brigade required timely and adequate support from non-brigade units to efficiently and effectively phase out the capabilities as delineated by guidance from headquarters.

d. Detailed telephone cable diagrams for the base camps to be turned over to GVN forces were prepared and integrated as a part of the turnover package. This enabled the GVN forces' communications personnel to utilize the existing telephone cable system and supplement it as required. Cables, junction boxes, and main frames should be tagged to facilitate the cable diagram.

e. Close coordination with USARV-CE and II FFV was required to determine the C-E equipment to be proposed for turnover to GVN with the base camp. C-E equipment included such items as cables, junction boxes, and a main frame. In addition, four AB-105 towers were proposed for turnover since dismantling would render them useless.

f. Adequate trunking from the headquarters locations, both Di An and Tan An, was required to Long Binh to facilitate the vast amount of staff coordination necessary to insure smooth processing of all Keystone Robin activities.

g. At the standdown location a interim telephone directory was published which provided Di An and Bear Cat numbers for brigade units. The plan for a minimum number of instruments was implemented successfully providing adequate non-brigade communications for the phase out.

h. FM and telephone communications to each base camp was terminated upon turnover of that facility. Each receiving unit was briefed on the existing telephone cable system; this provided a solid base for its maximum effective utilization.

#### 6. PROBLEMS, DISCUSSION, SOLUTIONS:

##### a. Problem: Turn-in of C-E Equipment.

(1) Discussion: To provide incremental phase out of communications during the brigade's redeployment/inactivation and to retain communications capability in the event of renewed hostilities, communications equipment was classified in the following groups: excess/non TC & E; non-essential/low usage; and essential/high usage. Published guidance called for excess, low usage and high usage equipment to be turned in, in that order as turn-in of equipment progressed the following observation was noted: Non-essential/low usage equipment designated by various units and turn-in as such was not classified in the same category by other brigade units, for example, AN/PRC-25 radios non-essential and low usage to 56th Signal Company was classified essential/high usage to Infantry Battalions.

(2) Solution: An office/facility to control, coordinate and evaluate the brigade's turn-in of critical C-E equipment should be established. A Current list of items deemed critical either because of high usage factor, short supply in country, or long turn around time in maintenance should be published. Units should be required to request authorization to turn-in any equipment on critical C-E list prior to turn-in. The Brigade S-4 and Brigade Signal Officer should assume this responsibility and work closely together for its effective implementation for the maximum benefit of the brigade's communications.

##### b. Problem: FM Frequency Interference.

(1) Discussion: The numerous units in the Di An - Long Binh - Saigon area utilizing FM frequencies created a problem for the brigade standdown from a distant location. A majority of shared frequencies were not available for use and in some cases discreet frequencies were being used by GVN forces.

(2) Solution: The use of assigned discreet frequencies was a necessity. As units reached standdown, utilization of their discreet frequencies provided useable frequencies which insured that the brigade's FM communications were maintained.

**Appendices**

- 1 - Message-Communications Support**
- 2 - Message-Corps Communications Center Support**
- 3 - Message-Release of AB-216 Towers**
- 4 - Communications Order**
- 5 - Message-Disposition of CONSEC Account**



Appendix 1 (Communication Support) to Annex F (Signal) 3rd Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

PAGE	DRAFTER OR RELEASED TIME	PRECEDENCE REF INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
1 OF 3		YR		CC		DATE - TIME	MONTH	YR
BOOK	MESSAGE HANDLING INSTRUCTIONS							
<p>FROM: CG, 3RD BDE, 9TH INF DIV, TAN AN, RVN</p> <p>TO: CG, USARV, LONG BINH, RVN</p> <p>CG, II FFV, LONG BINH, RVN</p> <p>INFO: CG, 1ST SIG BDE, LONG BINH, RVN</p> <p>AVBB-BS</p> <p>FOR: AVFGG-CS</p> <p>THIS IS A KEYSTONE ROBIN MESSAGE.</p> <p>SUBJECT: Communications Support (U)</p> <p>1. (C) Request direct coordination be authorized between this Headquarters and Signal Support elements at support facilities of Di An, Bearcat, and Tan An to facilitate the following communication support for elements of the 3d Bde, 9th Inf Div.</p> <p>a. Di An.</p> <p>(1) Common user telephone service, Class A and C from the Di An Dial Exchange for the period 1 Aug thru 15 Oct 1970.</p> <p>(2) Over-the-Counter Communication Center Service by the Di An Corps Area Comm Center for the period 6 Sept thru 15 October 1970.</p> <p>DISTR:</p>								
DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE TROY N. ALLEN, BDE SIG O, AVBB-BS, REL 10						SPECIAL INSTRUCTIONS		
R E L E A S E R	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE TROY N. ALLEN, BDE SIG O, AVBB-BS, REL 10					SECURITY CLASSIFICATION		
	SIGNATURE							

F-1-1

DD FORM 173

1 JUL 68

REPLACES DD FORM 1

AND DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE

GPO : 1968 O - 361-084

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JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p style="text-align: center;"><b>FROM:</b></p> <p style="text-align: center;"><b>TO:</b></p> <p>(3) Coordinators: Major Blanton, Bldg. 4501, Di An 928-2973/2952; Cpt Allen, Relentless 10, Long An 262.</p> <p>b. Bearcat.</p> <p>(1) Common user telephone service from the Bearcat Switchboard for the period 8 Sept thru 15 Oct 1970.</p> <p>(2) Over-the-Counter Communication Center Service by the Bearcat Area Communication Center for the period 15 Sept thru 15 Oct 1970.</p> <p>(3) Coordinators: Cpt VanderWhyden, Remagen FWD; Cpt Allen, Relentless 10, Long An 262.</p> <p>c. Tan An.</p> <p>(1) Common user telephone service from the Long An Switchboard as follows:</p> <p>(a) Tan An Main thru 17 Sept 1970, Coordinator - Cpt Allen, Relentless 10/Long An 262.</p> <p>(b) Tan An Airfield thru 21 Sept 1970, Coordinator - Lt. Warren, Resource 10/Long An 299.</p>									
<b>DISTR:</b>									
<b>DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE</b> TRCY N. ALLEN, BDE SIG C, AVBB-BS, REL 10						<b>SPECIAL INSTRUCTIONS</b>  			
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	<b>SIGNATURE</b>  								
F-1-2						<b>SECURITY CLASSIFICATION</b>  			

**DD FORM 173**

1 JUL 68

REPLACES DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE

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BOOK	MESSAGE HANDLING INSTRUCTIONS										

FROM:

TO:

(2) Over-the-Counter Communication Center Service by the Long An Area Communication Center for the period 6 Sept thru 22 September 1970.

(3) Effective 23 September 1970, all incoming messages received at the Long An Communication Center should be rerouted to Di An Comm Center (RUMUGTA).

d. Photographic Lab Processing Support.

(1) Request photographic lab processing support for the period 25 August through 15 October 1970.

(2) Estimated support required will be an average weekly input for the developing and contacting of twenty-five (25) rolls of film with a projected 400 prints.

(3) Coordinators: Cpt Allen, Relentless 10/Long An 262; 1Lt Seiler, Long An 282.

e. Public Address System Support.

(1) Request public address system support for numerous ceremonies to be held during the period 1 August through 12 October

DISTR:

1970. Requests will be made on an individual basis.

(2) Coordinator: Cpt Allen, Relentless 10/Long An 262.

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Appendix 2 (Corps Communication Center Support) to Annex F (Signal)  
3rd Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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1 OF 2		RR			CC				
BOOK	MESSAGE HANDLING INSTRUCTIONS								
<p>FROM: CG, 3D BDE, 9TH INF DIV, TAN AN, RVN</p> <p>TO: CG, USARV, LONG BINH, RVN</p> <p>INFO: CG, II FFV, PLANTATION, LONG BINH, RVN</p> <p>CG, 1ST SIG BDE, LONG BINH, RVN</p> <p>CG, 25TH INF DIV, CU CHI, RVN</p> <p>AVBB-BS</p> <p>FOR: AVHCC-CS</p> <p>THIS IS A KEYSTONE ROBIN MESSAGE.</p> <p>SUBJECT: Corps Communication Center Support (U)</p> <p>1. (C) Request Corps Area Communication Center Support be provided for elements of 3d Bde, 9th Inf Div by 1st Sig Bde units at Di An, Bearcat, and Tan An as follows:</p> <p>a. Tan An, routing indicator RUMKKF, protect for 99th CSSB, 3d Bde 9th Inf Div, period of 6 Sept thru 22 Sept 1970.</p> <p>b. Bearcat, routing indicator, RHELBHJ, protect for 2d 47th Inf Bn; 3d Bde 9th Inf Div, period of 8 Sept thru 15 Oct 1970.</p> <p>c. Di An, routing indicator RUMUGTA, protect for HQ, 3d Bde 9th Inf Div, period of 6 Sept thru 15 October 1970.</p> <p>DISTR:</p> <p>DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE TRCY M. ALLEN, BDE SIG O, AVBB-BS, REL 10</p> <p>TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE TRCY M. ALLEN, BDE SIG O, AVBB-BS, 10</p> <p>SIGNATURE</p> <p>SPECIAL INSTRUCTIONS</p> <p>SECURITY CLASSIFICATION</p> <p>F-2-1</p>									

DD FORM 173

1 JUL 68

REPLACES DD FORM 173, 1 NOV 63 AND DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE

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2 OF 2		RR			CC					
BOOK		MESSAGE HANDLING INSTRUCTIONS								
<p style="text-align: center;"><b>FROM:</b></p> <p style="text-align: center;"><b>TO:</b></p> <p>2. (C) Upon approval of this request, 3d Bde 9th Inf Div routing indicator UUKSBI be deleted from appropriate publication as of 6 September 1970.</p> <p>3. (C) Messages received throughout Corps Area Communication Center system after above indicated periods for 99th CSS Bn and 2d Bn 47th Inf should be forwarded to HQ, 3d Bde 9th Inf Div at Di An. All messages remaining in system after 15 October 1970 for units of 3d Bde 9th Inf Div should be destroyed.</p>										
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DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE TROY N. ALLEN, BDE SIG C, AVBB-BS, REL 10						SPECIAL INSTRUCTIONS				
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE TROY N. ALLEN, BDE SIG C, AVBB-BS, 10										
SIGNATURE										
						SECURITY CLASSIFICATION				

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DD FORM 173

1 JUL 68

REPLACES DD FORM 173, 1 NOV 63, WHICH ARE OBSOLETE.

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Appendix 3 (Release of AB-216 Towers) to Annex F (Signal) 3rd Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
1 OF 1		ACT INFO		CC		DATE - TIME	MONTH	YR
BOOK	MESSAGE HANDLING INSTRUCTIONS							

FROM: CC, 3RD BDE, 9TH INF DIV, TAN AN, RVN

TO: CG, USARV, LONG BINH, RVN

INFO: CG, II FFV, LONG BINH, RVN

CG, 1ST SIG BDE, LONG BINH, RVN

CG, 25TH INF DIV, CU CHI, RVN

AVBB-BS

FOR: AVHGC-MM, AVFB-SI, CCPV-OP-CC, AVDC-SI

THIS IS A KEYSTONE ROBIN MESSAGE.

SUBJECT: Release of AB-216 Towers (U)

1. Reference: USARV Msg. AVHGC-SP, Dtg 070820Z August 70,  
Subject Communications Support and Procedures.

2. (C) Request a tower installation team dismantle and return to  
1st Sig Bde assets the AB-216 towers at Binh Phuoc and Tan An Main  
Base Camps as follows:

a. 78 ft. tower at Binh Phuoc - 1 September 70.

b. 120 ft. tower at Tan An Main - 8 September 70.

3. (C) The above mentioned towers are no longer required on the  
dates indicated by the 3d Bde 9th Inf Div for communications support.

4. Coordinator: CPT. Allen/MSG Currie, Relentless 10/Long An 262.

DISTR:

DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE		SPECIAL INSTRUCTION
TRCY N. ALLEN, BDE SIG O, AVBB-BS, REL 10		
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE		
R E L E A S E R	TRCY N. ALLEN, BDE SIG O, AVBB-BS, REL 10	
	SIGNATURE	
		SECURITY CLASSIFICATION

DD FORM 173

REPLACES DD FORM 173, 1 NOV 63, WHICH ARE OBSOLETE.

GPO : 1969 O - 381-084

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Appendix 4 (LOI Communication Order) to Annex F (Signal) 3rd Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3D BRIGADE, 9TH INFANTRY DIVISION  
APO SAN FRANCISCO 96371

AVBB-BS

21 August 1970

SUBJECT: LOI (Communications Order)

TO: CO, 56th Sig Co

INFO: Bn Sig Off, 2/47 Inf

1. Install, operate, and maintain the following communications systems at Di An to Nhon Trach: Effective 3 September 1970.

a. 3/9th Di An TOC:  
Two FM secure nets operating in 25th Inf Div FM Cmd Net, and the Bde O & I Net. Equipment will include as a minimum:  
3 each RT 524 Radio Sets w/power cables, microphones, etc.  
3 each MT 1029 mounts w/power cables.  
3 each KYB-6's w/sandwiches w/cables.  
2 each HYP-2 power supplies w/cables.  
1 each Rectifier w/2 $\frac{1}{2}$  ton batteries with cables.  
3 each RC-292 antenna sets, Current Keylists/SOI's in effect.  
1 each 3 KW DC generator as backup power.  
6 each TA-312's w/batteries (2 to terminate sole user skts to 25th Inf Div, 4 each for GRC-163 shot terminations).

b. 3/9th Di An TOC:  
One Secure HDX Teletype circuit to 25th Inf Div Comm Center. Equipment will include as a minimum:  
2 each TT-4 page printers.  
2 each TT-76 Reperf/TD TTY sets.  
2 each KW-7's w/blocks.  
Current Keylist in effect.  
2 each TH-5 Telegraph Terminal Sets.

c. At Di An, at location TBA, one AN/GRC-163 terminal to Nhon Trach. Equipment will include as a minimum:  
1 each AN/GRC-163 radio set.  
1 each 1.5 KW AC generator as backup.  
1 each Directional antenna set, current SOI in effect for frequency utilization.

d. At Di An, to be colocated w/GRC-163 terminal establish one AN/GRC-142 RTT terminal to provide secure RTT to Nhon Trach. Equipment will include as a minimum:

Appendix 4 (LOI Communication Order) to Annex F (Signal) 3rd Brigade,  
9th Infantry Division KEYSTONE ROBIN After Action Report (U)

AVBB-BS

21 August 1970

SUBJECT: LOI (Communications Order)

1. each AN/GRC-142 RTT terminal.  
2. each KW-7's w/blocks.  
Current SOI/Keylist in effect.  
1. each PU 619 generator set for power.
2. AN/GRC-163 Coordinating Instructions:
  - a. The AN/GRC-163 system from Tan An Main to Nhon Trach will be deactivated 0800 hours 1 September 1970.
  - b. AN/MRC-69 system will replace system to be deactivated.
  - c. The following information is furnished for system activation:

<u>Di An</u>	<u>Nhon Trach</u>
Azimuth: 138°	Azimuth: 318°
Xmit: 42.95 Mhz	Xmit: 66.85 KHz
Rec: 66.85 Mhz	Rec: 42.95 Mhz
  - d. 595th Sig Co will provide cable pairs from GRC-163 to Bde TOC.
3. AN/GRC-142 - Current frequency and callsigns remain in effect.

TROY N. ALLEN  
CPT, SC  
Brigade Signal Officer



Appendix 5 (Disposition of COMSEC Account) to Annex F (Signal) 3rd  
Brigade, 9th Infantry Division KEYSTONE ROBIN After Action Report (U)

PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY																																														
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BOOK	MESSAGE HANDLING INSTRUCTIONS																																																				
<p><b>FROM:</b> CC, 3RD BDE, 9TH INF DIV, TAL. AM, RVN</p> <p><b>TO:</b> CC, COMSEC LOGISTIC SUPPORT CENTER, LONG BINH, RVN</p> <p>AVBB-BS</p> <p>PCR: SCC-FV-VG-OR-IA</p> <p>THIS IS A KEYSTONE ROBIN MESSAGE.</p> <p>SUBJECT: Disposition of COMSEC Account</p> <p>1. (C) The 3d Brigade, 9th Infantry Division in preparation for deactivation will no longer require COMSEC Account 50V021 as of 22 September.</p> <p>2. (C) Request that information be sent to this headquarters, ATTN: AVBB-BS, outlining the procedures necessary to close out subject account. In addition, some equipment will be available for turn-in prior to 22 September 1970.</p> <p>3. (C) Request authorization to begin turn-in of non-essential equipment 20 August 1970.</p>																																																					
DISTR:																																																					
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ANNEX G (Real Estate) to 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report

1. PURPOSE: This annex identifies procedures used in turnover of minor and major bases occupied by Brigade units.

2. GENERAL: The Brigade occupied five minor bases and three major bases at the time of Keystone Robin notification. The efficient transfer of all base camps to GVN or US forces concurrent with standdown was a critical part of the Keystone Robin mission.

3. REDEPLOYMENT CONCEPTS:

a. The concept of Vietnamization of Long An was established long before redeployment was announced. In February 70, the II Field Force Commanding General directed the Brigade to begin a gradual, phased Vietnamization of Long An Province. A battalion base at Can Giuoc was turned over to GVN on 8 March 70, followed by a similar base turnover at Rach Kien on 24 April. For the psychological impact, it was desired to remove US presence totally from the areas "Vietnamized". As the bases were turned over, the Brigade TAOI was modified to increase the portion of Long An that was total GVN responsibility. The third step in this program, the turnover of the base camp at Tan Tru, was under way at the time redeployment was announced. Turnover was effected on 20 July 70. That left two battalion base camps in addition to Tan An Main (Brigade Headquarters), Tan An Airfield (the Headquarters of the 99th CSSB and Brigade support elements), Ben Luc Maintenance (DS maintenance company of the 99th CSSB), Thu Thua FSB, and FSB Chamberlain in Hau Nghia Province to be turned over to GVN. The experience gained by both the Brigade and GVN in the early phases proved invaluable when the accelerated base turnover schedule for Keystone Robin was implemented.

b. Concept during Keystone Robin: Base camp turnover was a major activity in redeployment of the Brigade. If base turnover had fallen behind schedule it would have delayed troop phase out or required outside troop assets for base security. Four major factors influenced the final turnover schedule:

- (1) GVN willingness to accept the bases
- (2) The order of unit standdown
- (3) Troop density at Di An
- (4) Availability of US security forces

c. Organization:

(1) Real estate turnovers were handled by the Brigade Engineer. The Brigade Engineer staff was augmented with one officer and one EM to assist with

the added responsibility. Major base transfer involved coordination with the occupying Brigade unit and with elements of MACV, USARV, II Field Force, Southern District Engineer, the Installation Engineer, and PA&E.

(2) The senior commander at each installation was assigned responsibility for the physical security of all real and related property until turnover. At each installation, the responsible officer established control procedures to prevent removal of materials and utilities. Measures taken included the following:

(a) Arranged PA&E inspections for each building prior to departure to relieve the building occupant of responsibility. After relief of the occupant, the building was nailed shut and secured by the installation coordinator.

(b) Established internal security patrols to prevent vandalism of the vacated buildings.

(c) Established gate controls to insure that vehicles departing the post were inspected for unauthorized materials.

d. Planning for turnover was coordinated with all appropriate staff sections: S-1 (troop density and associated housing problems at Di An), S-2 (security inspections), the S-3 (standdown phasing), the S-4 (logistical support), and the Signal Officer (turnover of signal facilities to GVN). After preliminary staffing the transfer plan was discussed in detail at a planning conference involving all concerned agencies. Once the schedule was fixed coordination was effected with GVN. The need for a firm schedule was realized early; the final plan was cleared on 10 July 70; it was implemented essentially as originally established.

#### 4. CHRONOLOGY OF EVENTS:

a. 2 Jul 70 - Redeployment information released to Brigade Engineer Section.

b. 3 Jul 70 - Initial discussion of turnover mechanism for major bases with PA&E.

c. 5 Jul 70 - Real estate annex to OPORD 183-70 prepared.

d. 6 Jul 70 - Initial meeting with GVN and ARVN to determine their interest in the bases being vacated.

e. 10 Jul 70 - MACDC-13, Proposed Property Transfer, for Tan An Main and Tan An Airfield dispatched to II Field Force.

- f. 13 Jul 70 - MACDC-13 on Camp Keaton dispatched to II Field Force.
- g. 20 Jul 70 - Initial meeting with Facilities Branch, G-4, USARV.
- h. 27 Jul 70 - Received II Field Force message authorizing transfer of all minor bases (Ben Luc, Binh Phuoc, FSB Chamberlain, and Thu Thua).
- i. 4 Aug 70 - Thu Thua FSB turned over to Long An Sector.
- j. 23 Aug 70 - Ben Luc turned over to Long An Sector.
- k. 25 Aug 70 - Preliminary meeting held with ARVN real property officers on turnover of major bases. This meeting was preceded by a message to all concerned agencies giving proposed transfer dates.
- l. 26 Aug 70 - USARV informed Brigade that the ARVN JGS had agreed to the proposed transfer of the Tan An complex and Camp Keaton to GVN/ARVN.
- m. 26 Aug 70 - MACDC-14 (Property Transfer Plan) on Camp Keaton dispatched from Brigade.
- n. 29 Aug 70 - MACDC-14 on Tan An Main and Tan An Airfield dispatched from Brigade.
- o. 7 Sep 70 - Meeting between II Field Force - III ARVN MR held to finalize all plans for turnover of major bases. Brigade personnel attended.
- p. 8 Sep 70 - FSB Chamberlain turned over to Hau Nghia Sector.
- q. 10 Sep 70 - Camp Keaton turned over to 4th Bn, 50th ARVN Regiment.
- r. 15 Sep 70 - Tan An Main was turned over to Long An Sector.
- s. 19 Sep 70 - MACDC-15 (Property Transfer Report) on Camp Keaton submitted.
- t. 20 Sep 70 - Tan An Airfield inventoried and turned over to Long An Sector.
- u. 30 Sep 70 - MACDC-15 on Tan An Main and Tan An Airfield submitted.

5. DISCUSSION: There was little written guidance concerning the mechanisms and responsibilities for turnover. The following relates responsibilities as determined during the turnover of Brigade base camps.

a. MINOR BASES: USARV Reg 700-26, Appendix 1, governs turnover of minor bases. The Field Force Commander approves the transfers, then the occupying unit

coordinates with GVN for turnover. The Brigade used a base inspection team to inspect for cleanliness, abandonment of supplies, and security. This team normally inspected the day prior to turnover.

b. MAJOR BASES: Major base turnover involved detailed coordination between the departing units and several US military and civilian agencies.

(1) The MACDC-13, Proposed Property Transfer, is the basic document that initiates turnover. It was prepared by the Brigade and forwarded through channels to USARV. It required recommendations concerning what real and organizational property would be turned over to GVN and involved coordination with ARVN/GVN officials, USARV, and PA&E. PA&E prepared a document listing all property available for turnover, which was forwarded through Facilities Engineering channels. USARV requires both the PA&E report and the MACDC-13. This necessitated close coordination between Brigade and PA&E.

(2) Once the MACDC-13 was submitted, a considerable period of time elapsed (10 July - 26 Aug) before approval. The Brigade used this period to assemble all information necessary for further reports, and to define responsibility during the turnover.

(3) Once conceptual approval (the reply to the MACDC-13) was received, the Proposed Property Transfer Plan (MACDC-14) was prepared. It was pre-staffed to reduce processing time. The reply to this report is the authority for turnover to GVN. Detailed coordination between the using unit and the Installation Engineer or PA&E was required. GVN power requirements, training requirements, and any special requirements must be considered.

(4) Responsibilities during the actual turnover were as follows:

(a) PA&E prepared the DD Form 1354 (Transfer of Real Property) listing all real property to be turned over. They also furnished the US portion of the inventory team; one copy of the 1354 was turned over to the unit who forwarded it through channels to USARV as part of the MACDC-15, the Property Transfer Report.

(b) USARV furnished the final disposition instructions for both real property and TOE/station property to be turned over. PA&E turned over the real property, while the applicable Brigade unit arranged the transfer of TOE/station property, citing USARV messages in reply to the MACDC-14 as authority.

(c) Final coordination for turnover was arranged at a joint Field Force-ARVN Military Region Facilities Planning Group Meeting. Recommended dates and number of teams, and meeting points were coordinated between Brigade, the units occupying the bases and PA&E. This proposal was furnished to ARVN prior to this meeting, which facilitated the final coordination. The Brigade Engineer

then maintained continuous contact with all concerned parties to avoid any last minute problems.

6. LESSONS LEARNED:

a. The initial security classification of Keystone Robin prevented initiation of early staff action. At an initial meeting with USARV shortly after the Keystone Robin information was released, it was learned that processing time for the base camp turnover proposals had been averaging 45 days. It is highly desirable for efficient planning to have early conceptual approval for transfer. Despite expeditious processing of the required reports, conceptual approval was not obtained until 26 Aug 70, 5 days before the first Brigade unit began standdown.

b. Lessons learned: The inability to make detailed final plans introduced uncertainty into all elements of the redeployment planning. Firm guidance is needed early in planning. The Proposed Property Transfer Plan must arrive at ARVN JGS as early as possible.

c. Recommendations: Most of the data required for the conceptual approval is routine and readily available. A US-ARVN planning group should be established to determine ARVN desires on all major bases in an ARVN Military Region. Their desire for occupancy, and for use after occupancy, could be predetermined. Because bases of all units in a military region would be discussed, no security compromises would result.

d. Lack of written guidance on transfer responsibilities:

(1) Lessons learned: Brigade representatives had to visit most agencies involved to determine specific responsibilities in turnover. It was found that some agencies were not aware of their exact role in base camp transfers.

(2) Recommendations: That USARV Regulation 700-26 be rewritten in more detail to identify specific responsibilities..

ANNEX H (PSYOPS/CI/KCS) to 3d Brigade 9th Infantry Division KEYSTONE ROBIN  
After Action Report

1. PURPOSE: This annex outlines S5 operations in the field of Psychological Operations, Civil Affairs and Kit Carson Scouts in support of redeployment activities of the 3d Brigade.

2. REDEPLOYMENT CONCEPT:

a. Psychological Operations

(1) The 3d Brigade conducted two phased PSYOPS campaigns to support the redeployment.

Phase I: From the classified announcement of redeployment on 1 July, a program was implemented to prepare the Vietnamese people for the departure of US troops. Themes used during this phase included Chieu Hoi, GVN Image, Elections and initial information on redeployment.

Phase II: Phase II began with the first official news release of redeployment. The general themes were changed to include the turnover of responsibility to GVN forces through use of the following concepts: Growing strength of the GVN forces and their expanded operations, declining strength of VC/NVA units and the increased ability of local government units (Regional Forces and Popular Forces, National Police, PSDF) to provide security for hamlets within the AO. The primary target audience for redeployment themes was the local populace. The VC/NVA were considered important targets but of secondary importance to the local populace. Distribution media included face-to-face communications, ground missions including tapes and leaflets, aerial broadcasts and leaflet drops. The campaign was conducted by ground teams from the 6th PSYOPS Battalion, organic aircraft, battalion MEDCAPS, Sector G5 and the Vietnamese Information Service.

(2) During redeployment, nine sets of leaflets were developed by the 3d Brigade to supplement others developed by the 6th PSYOPS Battalion. Well over 1,500,000 leaflets and 10,000 posters were distributed during the redeployment period. Examples of these leaflets and posters are at appendices one through nine.

(3) Five tapes were developed to support the campaign. These tapes were broadcast by the Vietnamese Information Service throughout the area of operation.

(4) No incidents of enemy propaganda designed to exploit redeployment were reported.

(5) PSYOPS special equipment was transferred to the following units as directed by USARV:

1000 Watt Aerial Loudspeaker System (AEM-ABS-4)	(1)	5th Light Maintenance Equipment Company
500 Watt Aerial Loudspeaker (AN/VIH-6)	(2)	1st Cavalry Regiment

H-1

Polaroid Camera	(1)	II FFORCEV
Bullhorns	(13)	25th Infantry Division
Cassette Tape Recorders	(2)	(1) 101st Airborne Division
		(1) Americal Division

b. Civic action activities consisted primarily of providing aid and technical assistance to local projects. Civic action just prior to redeployment was designed to transfer as much responsibility to the GVN as possible. For example, the School Desk Program, a self-help program of Vietnamese origin, was turned over to the Province Advisory Team. There were also some final civic action efforts made by the brigade. A playground in Tan An, built by the troops of the 3d Brigade, was dedicated on 7 September 1970. Collection points were established at the battalion base camps and at Tan An Main/Airfield in which troops deposited any personal items of equipment that they did not wish to take with them. These donations were turned over to the District Advisory Teams.

c. In general, units maintained control of their Kit Carson scouts until after their awards ceremony on the second day of standdown.

#### 4. CHRONOLOGY OF EVENTS:

30 July 1970 KCS: Brigade S5 requested lists of scouts who wanted to transfer to units within the 3rd Military Region by name and serial number.

1 August 1970 PSYOPS CAMPAIGN: Theme GVN Strength through 15 September.

15 August 1970 PSYOPS CAMPAIGN: Chieu Hoi Campaign started and continued through the entire month.

27 August 1970 KCS: KCS Control Officer and team moved to Di An.

1 September 1970 PSYOPS CAMPAIGN: GVN support in American redeployment, GVN Strength and continuation of the Chieu Hoi theme.

3 September 1970 KCS: 5/60 and 2/60 KCS report to KCS Control Officer.

7 September 1970 CIVIC ACTION: Playground dedication ceremony.

8 September 1970 CIVIC ACTION: MEDCAP responsibility turned over to Province Hospital; main body of S5 section left for standdown site at Di An.

9 September 1970 KCS: 6/31 KCS report to KCS Control Officer at Di An.

15 September 1970 KCS: 2/47 KCS report to KCS Control Officer at Di An.

25 September 1970 KCS: All KCS records closed out.



## 5. DISCUSSION:

a. PSYOPS: Upon initial notification of brigade redeployment, coordination was begun at all levels. The brigade found that planning coordination had to be made concurrently with higher headquarters, subordinate commands and provincial advisory teams. Planning with higher headquarters was essential to preclude errors in both theme and content resulting in a detrimental effect from a national viewpoint. Consultation with the province team was necessary to insure that the people were properly prepared for the eventual news release. It was necessary that the JUSPAO Advisor and Sector G5 Advisor be brought into the planning. They had available many important resources and could assist in carrying out a successful PSYOPS plan. In execution, the PSYOPS campaign was a gradual progression; a continuing process by which the people were informed of GVN successes such as the burgeoning economy, competence of elected officials and pride in the local PSDF, ARVN and RF/PF forces. Credit for success was placed on the role of local national organizations rather than those of US military units such as the 3d Brigade. An inventory was made of existing resources such as old files of leaflets, posters and newspapers for possible reuse after pertinent changes were made. The following agencies were utilized:

- (1) National Police
- (2) Vietnamese Information Service (VIS)
- (3) Vietnamese POLWAR Section
- (4) Local Newspapers

The following themes were in addition to those contained in the initial plan:

- (1) Success of local elections
- (2) Combat victories
- (3) Economic development
- (4) Pride in local forces

Coordination was also made with the Long An and Hau Nghia PSA, JUSPAO and POLWAR advisors. Planning and coordination were continued among all parties concerned throughout the entire campaign.

b. CIVIC ACTION: The major effort in the Civic Action Program was to supplement the GVN provincial programs while concurrently seeking to upgrade their efforts. To accomplish this the Vietnamese were encouraged to coordinate and implement all efforts through combined operations. Several concrete results of this effort materialized:

- (1) The Province Hospital is supervising all MEDCAPS.
- (2) The Province G5 in Long An as well as Hau Nghia are coordinating ICAPS and NITECAPS.
- (3) Hau Nghia put more emphasis on supervision of MEDCAPS by the Public Health Advisor.

(4) Other civic action programs in the building and repair field were monitored by the Civil Affairs Platoon at province level to avoid duplication of effort.

Brigade efforts concentrated primarily on providing technical assistance and showing the Vietnamese agencies how to obtain required materials.

c. KIT CARSON SCOUTS: The Kit Carson Scout Control Officer and team arrived in Di An on 27 August and began making preparations for the arrival of the first group of scouts to be redeployed. The first groups scheduled were the largest and therefore presented the largest administrative problem. The 5/60 Infantry and 2/60 Infantry turned in a total of 53 KCS to the Brigade S5 on 3 September. People involved in processing were the Brigade KCS Control Officer, battalion S5s, two KCS, a finance clerk and a representative from the Saigon Civilian Personnel Office. Because there were too few scouts who wished to be reassigned, units invited to participate in the recruiting program were reluctant to attend. For future units facing the same problem it would be advisable to hold one large recruiting session for all scouts. This should insure adequate participation by recruiting units. Of the 140 scouts on hand, 74 were transferred to the 25th Infantry Division and 66 were released from the program. Of the 66 scouts released, 50 resigned and 16 were terminated.

### LESSONS LEARNED

**PROBLEM:** Performance Determination of Kit Carson Scouts.

**DISCUSSION:** During the initial program, most reliance was placed on the Chief Kit Carson Scout, but in doing this the unit commander was overlooked. It was later determined that the best means of obtaining an evaluation of an individual scout's performance and efficiency was through an efficiency report to be filled out by the unit commanders. Thus, each scout rated individually had a commanders evaluation attesting to his individual proficiency.

**RECOMMENDATION:** That a performance sheet similar to that attached at Appendix 10 be utilized to obtain a performance rating on each scout.

**PROBLEM:** PSYOPS Campaign--Planning in a Vacuum.

**DISCUSSION:** A PSYOPS campaign can best be defined as an orderly presentation of facts. Initially, security restrictions hampered proper coordination with subordinate units, advisory teams and counterparts at other headquarters. Planning and coordination with higher headquarters was necessary to preclude misalignment of national and local propaganda theme and content. Planning with province teams is necessary in order to lay a proper groundwork for local background themes in preparation for the eventual public announcement. Permission was gained early to coordinate the PSYOPS plan both with other headquarters involved and the Province Senior Advisor, preventing a plan developed in a vacuum.

**RECOMMENDATION:** That all above-mentioned coordination be made to insure a gradual progression in the PSYOPS campaign in which the people are informed of GVN successes such as the economic gains, competence of elected officials and pride in the local ARVN, RF/PF and PSDF units. All media resources should be made of existing tools such as old files of leaflets, posters and newspapers for possible reuse after pertinent changes have been made.

**PROBLEM:** Initial Reports in Civic Action and PSYOPS as Required by USARV OPLAN 183-70.

**DISCUSSION:** The above-mentioned reports could very easily be deferred to a later date. This is important when units occupy a large AO and have decentralized equipment usage. The large AO required more time in which to gather reports from the various battalions and an accurate report of equipment status will usually take longer to compile than the presently allotted time would permit.

**RECOMMENDATION:** That all four of these reports be deferred to a later date due in order to insure a more accurate compilation. A 20 to 25 day suspense date instead of the usual 10 to 15 day period would be much more in order and would insure fewer queries from higher headquarters concerning the accuracy of submitted totals.

**PROBLEM: Kit Carson Scout (KCS) Processing**

**DISCUSSION:** Redispersal of Kit Carson scouts is primarily a problem of procuring suitable facilities and personnel to insure smooth and orderly processing of KCS.

**RECOMMENDATION:** Early in the process of redeployment, a suitable processing center must be found. The building chosen must be away from headquarters and reasonably close to the finance facility. At least two KCS should be trained to process scouts and both a Vietnamese and English speaking typist should be available. Early coordination must be made with higher headquarters and the Civilian Personnel Office to insure that the ground rules are laid properly and stringently followed. Absence of these set guidelines will result in uncoordinated regulations. Have a form letter prepared stating why the scout is being released if he elects to leave the program or is not hired by recruiting units. Transportation must be made available to take those KCS who quit or are not rehired back to their place of initial employment in the program.

Appendix 1 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2011-70                      DATE PROCESSED: 6 Aug 70  
TITLE/LEAFLET: Divisive                      II FFORCEV: 1652  
THEME: Divisive                              UNIT LOG NO: 9xx 312  
SIZE: 3x6  
COLOR: Black  
TARGET AUDIENCE: VC  
LANGUAGE: Vietnamese  
ORIGIN: 9xx  
PURPOSE/OBJECTIVE: Demoralize  
METHOD OF DISSEMINATION: Air  
English Translation  
Front: Attention Communist Soldiers!!

Back: To Communist Soldiers:

One year ago the President of RVN announced he would replace American troops as soon as possible. Today the GVN forces are becoming stronger and stronger and are equipped with modern weapons. The pacification and construction of the country are developing rapidly. Realizing the fruitful progress, the President of the US has announced the redeployment of 50,000 more American troops to be completed by Oct 15, 1970.

American redeployment demonstrates the strength of the Army and people of SVN. It proves the pride and glory of GVN troops in their task of protecting the nation. However, the above goodwill to end the war should be answered equally by the Communists.

Appendix 2 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2010-70                      DATE PROCESSED: 6 Aug 70  
TITLE/LEAFLET: Troop Replacement              II FFORCEV: 1654  
THEME: Troop Replacement                      UNIT LOG NO: 9xx313  
SIZE: 3x6  
COLOR: Black  
TARGET AUDIENCE: Population  
LANGUAGE: Vietnamese  
ORIGIN: 9xx  
PURPOSE/OBJECTIVE: Information  
METHOD OF DISSEMINATION: Air  
English Translation:  
Front: Dear Compatriots  
Back: Dear Compatriots

The GVN forces are growing stronger and stronger and getting more up to date weapons. The GVN forces consequently have thwarted all attempts of the communists in their campaigns. Realizing that the GVN forces are fully capable of taking the burden of the war, the President of the US has recently announced the redeployment of 50,000 more American troops to be completed by Oct. 15, 1970.

The decision does not mean that the US has made any concession to the Communist clique. It demonstrates the strength and growth of the GVN forces. At the same time it demonstrates the intention of the US to fulfil President Thieu's promise to replace American troops as soon as possible. This goodwill deserves a similar response from the Communist leaders so that peace will return to the people of Vietnam.

Appendix 3 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2009-70

DATE PROCESSED: 6 Aug 70

TITLE/LEAFLET: GVN Image

II FFORCEV: 1653

SIZE: 3x6

UNIT LOG NO: 9xx 311

COLOR: Black

TARGET AUDIENCE: Communist Soldiers

LANGUAGE: Vietnamese

ORIGIN: 9xx 311

PURPOSE/OBJECTIVE: Counter Prop

METHOD OF DISSEMINATION: Air

English Translation:

Front: ATTENTION COMMUNIST SOLDIERS!

Back: To Communist Soldiers

The ARVN soldiers have developed into a strong fighting force. To keep a promise of the President of SVN, to replace American troops with GVN forces "as soon as possible", the RVN is supporting the redeployment of 50,000 more American troops as announced in July 1970. The replacement of Allied troops shows the strength of SVN and increases the people's pride in their country.

You must realize that in the face of GVN strength, you will inevitably lose. You should not seek reassurance in the empty promises of your leaders any longer. You must clearly judge the situation to find the best way out for yourself. Chieu Hoi is not only the shortest way to peace, but an honorable way to free yourselves.

Appendix 4 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2075-70

DATE PROCESSED: 28 Aug 70

TITLE/LEAFLET: Divisive

II FFORCEV: 1812

THEME: Medical supplies seized

UNIT LOG NO: 9xx-323

SIZE: 3x6

COLOR: Red

TARGET AUDIENCE: Communist soldiers

LANGUAGE: Vietnamese

ORIGIN: 9xx

PURPOSE/OBJECTIVE: Demoralizing/Induce ralliers

METHOD OF DISSEMINATION: Air

English Translation

Front: Attention Communist Soldiers! Chieu Hoi Symbol.

Back: To Soldiers in the Communist ranks.

During the past months, more of your base areas were destroyed. Furthermore, most of your caches of food and especially medical equipment and supplies were captured or destroyed.

So if you are wounded you won't get adequate medical care.

Why should you continue to fight in hardship just to die needlessly for your leaders' selfish ambitions?

Save yourself by rallying to the GVN, the sooner the better. You will be warmly received into the great national family.



Appendix 5 to Annex H (PSYOPS/CA/MCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2076-70

DATE PROCESSED: 29 Aug 70

TITLE/LEAFLET: Report VC Activities

II FFORCEV: 1813

THEME: Report VC Activities

UNIT LOG NO: 9xx-324

SIZE: 5x8

COLOR: Black

TARGET AUDIENCE: People of Long An

LANGUAGE: Vietnamese

ORIGIN: 9xx

PURPOSE/OBJECTIVE: Induce the people to report enemy activity

METHOD OF DISSEMINATION: Air  
English Translation

Tan An, 11 August 1970

From: Long An National Police Chief

To: Citizens of all walks of life of Long An Province and its vicinities.

Dear Compatriots:

By now no one is unaware of the true face of the NVN Communists who directly command and control their henchmen under the label of NLF in the aggression of SVN, causing fratricides, to redden SVN and make it a satellite of the Communist imperialists. They spare not any means to carry on the extreme inhuman policies to kill the innocent: indiscriminated shellings into populated areas, blowing up buses, planting explosives and tossing grenades into public places, carrying out assassinations, abducting innocent civilians, robbing or coercing them to pay taxes just to protract the war. In our province alone, as you know, the Communist underground cadres have committed numerous similar crimes.

Meanwhile, the corruption has become a "National Catastrophe." Profiteers take advantage of the conditions to store up supplies for black market disordering the daily life of the people and corrupting the country's economy.

In order to eliminate the VCI cadre and stamp out the corruptions to restore security and order in our society, compatriots, please closely cooperate with the National Police by reporting:

- Any appearance of armed VC group.
- The VCI cadre members.
- Suspicious strangers coming into your hamlet.
- Corruption cases and unfairness in our society.
- Profiteers and any other violators of the economic laws on prices.

Mail boxes for corresponding with the National Police have been set up in every hamlet of the province. To make the rewarding easy, please clearly write your name or code in your reporting letter. The National Police will keep your identity absolutely secret.

Respectfully, Signature

Appendix 6 to Annex H (PSY PS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2107-70

DATE PROCESSED: 4 Sep 70

TITLE/LEAFLET: Redeployment

II FFORCEV: 1853

THEME: Support ARVNs

UNIT LOG NO: 9xx 310

SIZE: 3x6

COLOR: Black

TARGET AUDIENCE: Populace

LANGUAGE: Vietnamese

ORIGIN: 9xx

PURPOSE/OBJECTIVE: Information

METHOD OF DISSEMINATION: Air

English Translation:

Front: Attention Compatriots:

Back: Dear Compatriots:

The program of redeployment of US troops during the past year has yielded satisfactory results. The ARVN soldiers have proven successful in taking the place of 100,000 American troops.

Consequently, the GVN and US have decided that the ARVN will replace 50,000 more American troops by October 15, 1970. The program includes the 3d Brigade of the 9th Infantry Division stationed here to turn over the responsibilities to the courageous ARVN soldiers to destroy the Communist bonds. The well-trained, well-equipped with modern weapons ARVN soldiers will be more capable than enough to protect the people and bring peace back to the nation.

Give your full support and aid to the ARVN soldiers so that they will easily accomplish the mission.

Appendix 7 to Annex H (PSYCPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2109-70

DATE PROCESSED: 4 Sep 70

TITLE/LEAFLET: Redeployment

II FFORCEV: 1855

THEME: ARVN Strength

UNIT LOG NO: 9xx307

SIZE: 8x10 $\frac{1}{2}$

COLOR: Black

TARGET AUDIENCE: Populace

LANGUAGE: Vietnamese

ORIGIN: 9xx

PURPOSE/OBJECTIVE: Allied aid to RVNAF

METHOD OF DISSEMINATION: Ground

Front: (poster) ATTENTION CITIZENS!

The soldiers of the 50th ARVN Regiment are proud to replace the 3d Bde, 9th Inf Div.

Since the 3d Bde came to this area to aid the Vietnamese people in their struggle against communist aggression, they have won a remarkable string of victories against VC/NVA forces. Third Bde troops have combined with RVNAF and other allied units to clear extensive areas to prevent the Communist activities. The success of these operations can be seen by the security of the roads in the area and the growth and prosperity of the people. Since Tet of 1968 the VC/NVA's situation has steadily deteriorated and the RVNAF forces have increased in strength to such an extent that it is now possible for the 3d Bde, 9th Inf Div troops to be completely replaced by RVNAF forces. The US/RVNAF operations have reduced VC/NVA units such as the once mighty 1st NVA Regiment to small actions and they are forced to hide in the woodlines to avoid death. The 50th ARVN Regiment is ready and proud to assume full responsibility for the war against communist aggression in this area.

Appendix 3 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96277

LEAFLET NO: 6-2108-70                      DATE PROCESSED: 4 Sep 70  
TITLE/LEAFLET: GVN Image                      II FFORCEV: 1854  
THEME: Troop Redeployment                      UNIT LOG NO: 9xx-308  
SIZE: 3x6  
COLOR: Black  
TARGET AUDIENCE: Populace  
LANGUAGE: Vietnamese  
ORIGIN: 9xx  
PURPOSE/OBJECTIVE: Ability of ARVN to protect the country  
METHOD OF DISSEMINATION: Air  
English Translation  
Front: Dear Citizens:

The RVNAF forces are now stronger than ever as we continue to replace our allies. Recent victories of the RVNAF have demonstrated their ability to decisively defeat the Communist forces. Due to the RVNAF strength, President Thieu has told President Nixon that RVNAF forces are ready to replace 50,000 more American troops by October 15, 1970. Part of the 50,000 American troops to be redeployed is the US 3d Brigade, 9th Infantry Division, which has been working side by side with our own 50th ARVN Regiment in securing Long An and the 46th Regiment in securing Hau Nghia Province.

Back: The US troops that are being replaced have completed their mission in South Vietnam. Their redeployment is another sign of the continuing improvement in the military situation in SVN. It shows that the RVNAF can handle the situation. We can be proud of our RVNAF forces for their successful fight against Communist aggression.

Appendix 9 to Annex H (PSYOPS/CA/KCS) to 3d Brigade 9th Infantry Division  
KEYSTONE ROBIN After Action Report

DEPARTMENT OF THE ARMY  
HEADQUARTERS 6TH PSYCHOLOGICAL OPERATIONS BATTALION  
APO San Francisco 96227

LEAFLET NO: 6-2110-70

DATE PROCESSED: 4 Sep 70

TITLE/LEAFLET: Redeployment

II FFORCEV: 1856

THEME: Support GVN

UNIT LOG NO: 9xx309

SIZE: 8x10 $\frac{1}{2}$

COLOR: Black

TARGET AUDIENCE: Civilians

LANGUAGE: Vietnamese

ORIGIN: 9xx

PURPOSE/OBJECTIVE: Information/Counter PSYOP

METHOD OF DISSEMINATION: Ground

English translation:

Front (poster) Dear Compatriots:

In the Nov 3, 1969 speech, the US President, Mr. Richard Nixon, said "We will discuss any problem except the right of the South Vietnamese people to determine their future." The US government has been assisting the GVN in equipping the ARVN with modern weapons, including M-16 rifles, armored vehicles and jets so that the SVN will be self-determining.

Now, thanks to modern equipment, plus the devotion and sacrifice of the ARVN soldiers of all branches and services, the people are living in security and prosperity, their children going to new schools and the citizens have the right to vote for their representatives to act in their behalf. Also, the people can join the RF, PF or PSDF to help maintain security in the hamlets.

With the growth, President Thieu has decided to let the RF, PF and PSDF co-operate with the Regular Forces in replacement of another 50,000 US troops to be repatriated by October 15, 1970.

In accordance with the decision, the 3d Bde, of the US 9th Inf Div stationed here will turn over the great task of protecting the people to the ARVN soldiers.

Give your whole-hearted support to the ARVN soldiers so that they will eliminate all the Communists and peace and happiness will return to the country.

H-9-1

Appendix 10 to Annex E (ASTOPS/CA/MS) : 31 Brigade 8th Infantry Division  
RENTALE BOMB After Action Report

**TIGER SCOUT PERFORMANCE RATING**  
(To be filled out by immediate supervisor)  
(Use ball-point pen or typewriter only)

NAME \_\_\_\_\_ ID# \_\_\_\_\_

UNIT \_\_\_\_\_ LENGTH OF SERVICE \_\_\_\_\_ (months)

REPORT DATE \_\_\_\_\_ POB \_\_\_\_\_

**PERFORMANCE**

( 1. With what province areas is this scout familiar? \_\_\_\_\_

YES

NO

2. Does he walk point willingly? \_\_\_\_\_

3. Does he have the respect of US personnel in  
his unit? \_\_\_\_\_

4. Is he able to spot booby trapped areas? \_\_\_\_\_

5. Is he able to spot bunkers? \_\_\_\_\_

6. Does he perform under fire? \_\_\_\_\_

7. Does he provide his unit with skills and knowledge that US soldiers lack? \_\_\_\_\_

8. Is he loyal to his unit? \_\_\_\_\_

9. Is he alert on night ambush position? \_\_\_\_\_

( 10. Does he initiate ambushes early? \_\_\_\_\_

11. Does he have a record of AWOL? \_\_\_\_\_

12. Does he cause trouble? \_\_\_\_\_

13. Does he maintain his equipment? \_\_\_\_\_

14. Does he ride the sick book? \_\_\_\_\_

**ADMINISTRATIVE**

How many awards has this scout earned while in your unit? \_\_\_\_\_

IF USED IN A PSY-PS/CA ROLE

YES

NO

1. Does he talk well with the people

\_\_\_\_\_

\_\_\_\_\_

2. Does he understand the use of t-type equipment?

\_\_\_\_\_

\_\_\_\_\_

3. Does he get airsick?

\_\_\_\_\_

\_\_\_\_\_

4. Is he helpful on MILCAPS?

\_\_\_\_\_

\_\_\_\_\_

If yes, how? \_\_\_\_\_

5. Can he type?

\_\_\_\_\_

\_\_\_\_\_

6. Can he make himself understood in English?

\_\_\_\_\_

\_\_\_\_\_

OVERALL RATING

EXCELLENT \_\_\_\_\_

SATISFACTORY \_\_\_\_\_

UNSATISFACTORY \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

4 August 1970

Annex I (OPCON 183-70 - 3d Bde, 9th Inf Div) to 3d Brigade, 9th Infantry Division ~~ANNUAL~~ After Action Report.

References:

- a. II FFORCEV OPLAN 183-69, dtd 4 Sep 69.
- b. USARV OPLAN 183-70, dtd 30 Apr 70
- c. II FFORCEV msg subject: Redeployment of US Forces, Increment Four  
dtg 290700Z

Task Organization

2d Bn (X), 47th Inf  
  
2d Bn, 60th Inf (OPCON 1st Bde, 25th Inf  
Div)  
  
5th Bn, 60th Inf (OPCON 3d Bde, 25th Inf  
Div)  
  
6th Bn, 31st Inf

Brigade Control

Co E, 75th Inf (Ranger)  
45th Inf Plat (SD)  
65th Inf Det (CT)  
39th Cav Plat (ACV)  
2-4 FA  
571st Engr  
56th Sig Co  
99th CSSB  
19th MH Det  
19 PI Det  
39th Chem Det  
276 Radar Det  
483d MP Plat  
493d MI Det  
HHC, 3d Bde, 9th Inf Div

1. Situation: This is a detailed plan for the phased redeployment/in-activation of units assigned and attached to the 3d Bde, 9th Inf Div. (Annex A Standdown Schedule). It provides for turnover of Brigade base camps/FSB's, the movement of the Brigade to standdown locations, the reassignment of brigade personnel in-country and to CONUS and the turn-in of MTOE equipment at processing location at Long Binh.

a. Enemy Forces.

- (1) Current Intsum
- (2) Annex B (Intelligence and Security)

b. Friendly Forces.

- (1) USARV

(a) Assumes OPCON 3d Bde, 9th Inf Div subordinate units at standdown date of those units.



(OPJID 183-70 - 3d Bde, 9th Inf Div)

(b) Redeploys specified US Forces from RVN.

(c) Inactivates specified US Forces in RVN.

(2) GVN, III MR: Assumes responsibility for those areas and designated facilities vacated by units of the 3d Bde, 9th Inf Div.

(3) IF FORCEV:

(a) Turn over designated Bde facilities, operational bases, equipment and other assets to GVN/RVNAF or other agencies as designated by HHQ.

(b) Maintains security of forces, material and facilities during redeployment/inactivation.

(4) Saigon Support Command:

(a) Operates the processing location at Long Binh.

(b) Provides administrative transportation for Brigade during standdown.

(5) 25th Inf Div:

(a) Releases 2d Bn, 60th Inf and 5th Bn, 60th Inf to 3d Bde, 9th Inf Div prior to specified standdown date.

(b) Assists in security of 3d Bde, 9th Inf Div base camps if required.

(6) Attachments and Detachments:

(a) 303d RRU detachments O/A 9 Sep 70; released to parent unit.

(b) Searchlights from I/29 Arty detached O/A 1 Sep 70; released to parent unit.

(c) Tan An Weather Team, 5th Weather Squadron, USAF, detached O/A 8 Sep 70; released to parent unit.

(d) Metro Section, I/27 Arty, Cu Chi, detached O/A 8 Sep 70; released to parent unit.

(e) 361st ASD, detached O/A 19 Sep 70; released to parent unit.

(f) 4th Vet Det, detached O/A 1 Sep 70; released to parent unit.

(g) Dental Det, detached O/A 15 Sep 70; released to parent unit.

(h) TACP, 3d Bde, 9th Inf Div, detached O/A 23 Sep 70; released to parent unit.

(OPORD 183-70 - 3d Bde, 9th Inf Div)

(1) 3d MCC Transportation Section, detached 3/A 21 Sep 70; released to parent unit.

2. Mission: 3d Bde, 9th Inf Div continues operations in accordance with Wet Season Campaign Plan until standdown; moves elements to Di An; turns over Brigade Base Camps/FSB's to GVN/RVNAF or other designated agencies; completes redeployment/inactivation in accordance with Annex A (standdown Schedule).

3. Execution:

a. Concept of Operation:

(1) Annex C (Redeployment/Inactivation Critical Events Dates.)

(2) Maneuver Battalions: The four maneuver battalions will be redeployed during the period 1 Sep - 15 Oct 1970 in accordance with the Brigade Standdown Schedule (Annex A). Three battalions will standdown at Di An; one battalion will standdown at Bearcat. Personnel will be processed at Di An for return to CONUS, further reassignment in RVN or return to Fort Lewis, Washington as members of the Brigade Honor Guard. Equipment will be turned in to the processing location at Long Binh; maneuver battalions will continue to conduct offensive operations until standdown.

(3) Combat Support Units: 2d Battalion, 4th Artillery will standdown at Di An and redeploy during the period 1 Sep - 2 Oct 1970. Batteries will standdown concurrently with supported maneuver battalion. Signal, aviation and other combat support units will phase down support as battalions cease to conduct operations.

(4) Combat Service Support Units: Brigade Combat Service Support elements will continue to provide support to the Brigade until relieved by USARV agencies; operate standdown location at Di An; and redeploy from Di An in accordance with Annex A.

b. 2d Battalion, 47th Infantry:

(1) Continue combat operations until 142400H Sep 70.

(2) Close FSB Julie NLT 191000H Sep 70.

(3) Move to battalion standdown location at Bearcat commencing at 150800H Sep 70.

(4) Standdown at Bearcat for maintenance and preparation of equipment; move equipment to the processing location at Long Binh for equipment turn-in commencing 190800H Sep 70.

(5) Move personnel to Di An for processing and redeployment during period 19 Sep through 3 Oct 70.

ORDER :83-70 - 3d Bde, 9th Inf Div)

c. 2d Battalion, 60th Infantry:

(1) Continue combat operations until 22 Sep 70; prepare to revert from OPCON 1st Bde, 25th Inf Div to OPCON 3d Bde, 9th Inf Div, on order.

(2) Close or turnover FSB Kloise and move by helicopter to Dau Tieng during the period 22 through 27 Sep 70.

(3) Move to standdown location at Di An by air commencing 22 Sep 70.

(4) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 22 Sep through 8 Oct 70.

(5) Be prepared, on order, O/A 5 Sep to assume base camp security mission of TAAF and Camp Keaton.

d. 5th Battalion, 60th Infantry:

(1) Continue combat operations until 312400H Aug 70; prepare to revert from OPCON 3d Bde, 25th Inf Div to OPCON 3d Bde, 9th Inf Div, on order.

(2) Move to standdown location at Di An commencing 010800H Sep 70.

(3) Turnover Binh Phuoc Base Camp to GVN officials NLT 4 Sep 70.

(4) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 7 Sep through 17 Sep 70.

e. 6th Battalion, 31st Infantry:

(1) Provide security force for security of TAAF.

(2) Continue combat operations until 072400H Sep 70.

(3) Turnover Camp Keaton to GVN officials NLT 12 Sep 70.

(4) Turnover FSB Chamberlain to GVN officials NLT 11 Sep 70.

(5) Move to standdown location at Di An commencing 080800H Sep 70.

(6) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 8 through 24 Sep 70.

f. Co E, 75th Inf (Rgr):

(1) Continue combat operations in Brigade TAOI until 072400H Sep 70.

(OFORD 183-70 - 3d Bde, 9th Inf Div)

(2) Assume base camp security force mission for Tan An Main Base Camp from 8 to 17 Sep 70.

(3) Move to standdown location at Di An commencing 170800H Sep 70.

(4) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 27 Sep through 3 Oct 70.

g. 45th Inf Plst (SD), 65th Inf Det (CT):

(1) Continue assigned mission in the Brigade TADI until 312400H Aug 70.

(2) Move to standdown location at Di An commencing 010800H Sep 70.

(3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 1 through 7 Sep 70.

(4) Turn-in War Dogs.

h. 39th Cav (ACV)

(1) Continue operations until 312400 Aug 70.

(2) Move to standdown location at Di An commencing 010800H Sep 70.

(3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 1 through 10 Sep 70.

(4) Turn-in ACV's and components.

i. 2d Battalion, 4th Artillery

(1) Continue to provide artillery support to maneuver battalions until time of their standdown.

(2) Turn over Thu Thua South FSB to GVN officials NLT 2 Sep 70.

(3) Move HS Battery (-) to standdown location at Di An commencing 240800H Aug 70.

(4) Move A, C and D Batteries to standdown locations at Di An with 5-60 Inf and 6-31 Inf respectively. Move B Battery to Di An on 15 Sep 70.

(5) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment by battery during the period 1 Sep through 2 Oct 70.

(6) Overwatch move to Di An and standdown of 276FA Det.

**j. 571st Engr Co:**

- (1) Provide sufficient bulldozers to 2d Bn, 47th Inf for the closing of FSB Jalie.
- (2) Continue combat support to the Brigade until 162400H Sep 70 except as directed in (1) above.
- (3) Move to standdown location at Di An commencing 170800H Sep 70.
- (4) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 17 through 27 Sep 70.

**k. 56th Signal Co:**

- (1) Continue signal support to the Brigade until 212400H Sep 70.
- (2) Move to standdown location at Di An commencing 100800H Sep 70.
- (3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 22 Sep through 5 Oct 70.

**l. 99th CSSB:**

- (1) Continue combat service support to the Brigade during the period 1 Sep - 5 Oct 70. Support of the Brigade reverts to USARV 5 Oct 70.
- (2) Move to standdown location at Di An during the period 5 Aug to 20 Sep 70. Organize and prepare Di An for receipt of Brigade elements; function as Brigade quartering element throughout standdown period.
- (3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 28 Sep through 9 Oct 70.
- (4) Turnover Tan An Airfield to GVN officials NLT 21 Sep 70.

**m. 19th PI Det:**

- (1) Continue assigned mission; provide PI coverage of Brigade redeployment/inactivation to include awards and inactivation ceremonies at Di An.
- (2) Move to standdown location at Di An commencing 7 Sep 70.
- (3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 5 through 11 Oct 70.

**n. 39th Chem Det:**

- (1) Continue assigned mission until 312400H Aug 70.

(JGMR) 133-70 - M Bde, 9th Inf Div)

(2) Move to standdown location at Di An commencing 070000H Sep 70.

(3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 1 through 7 Sep 70.

e. 276 FA Det:

(1) Move to standdown location at Di An commencing 220000H Sep 70.

(2) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 22 through 25 Sep 70.

p. 483d MP Plat:

(1) Continue assigned mission until 052400H Oct 70.

(2) Provide required MP support to Brigade elements enroute to Di An and at the Di An and Bearcat standdown areas.

(3) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 6 through 9 Oct 70.

q. 493d MI Det:

(1) Continue assigned mission until 282400H Sep 70.

(2) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 29 Sep through 5 Oct 70.

r. HHC, 3d Bde, 9th Inf Div; 19th MI Det:

(1) Move to standdown location at Di An during the period 070000H Sep to 081500H Sep 70.

(2) Prepare equipment for turn-in; turn-in equipment at the processing location at Long Binh; process personnel for redeployment during the period 5 through 11 Oct 70.

s. Coordinating Instructions:

(1) Units revert to OPCON CG USARV after commencement of standdown at Di An or Bearcat.

(2) Subordinate units will submit implementing plans to this Hqs NL7 261200H Aug 70.

(3) Direct communications between commanders is authorized.

(4) Prior to standdown dates each unit will turn-in all excess and non-mission essential MTOE equipment at the processing location at Long Binh.

(OPORD 183-70 - 3d Bde, 9th Inf Div)

(5) CO, 99th CSB will designate unit standdown areas at Di An (Annex L Sketch Map).

(6) Unit commanders will be responsible for internal security of personnel, equipment and facilities at Di An.

(7) Units will coordinate the transfer of security responsibility for Base Camps/FSB's directly with GVN Forces

(8) Hqs Gult is responsible for the turnover of Tan An Main Base MLT 17 Sep 70.

(9) Annex H, Civil Affairs/PSYOP.

(10) Annex I, Information

4. (U) Service Support:

- a. Annex D, Logistics.
- b. Annex F, Engineer.
- c. Annex G, Real Estate.
- d. Annex I, Reports.
- e. Annex J, Personnel.

5. (U) Command and Signal:

- a. Annex E, Signal
- b. Command Relationships.

(1) CO, 3d Bde, 9th Inf Div will continue to exercise command of all Brigade organic and attached units throughout redeployment/inactivation of this Brigade.

(2) On initiation of redeployment/inactivation standdown, Brigade units revert to OPCON CG, USARV.

c. Command Posts:

- (1) USARV - Long Binh
- (2) II FFV - Long Binh
- (3) 25th Inf - Cu Chi
- (4) 3d Bde, 9th Inf Div - Tan An and Di An (effective 080000H Sep 70).
- (5) Units report closing and opening of CP locations.

Acknowledge:

WILLIAMS  
COL

ATTN: [illegible]

✓ [illegible]

✓ [illegible]

Contents

- 1. Standdown Schedule
- 2. Intelligence and Security
- 3. Redeployment Inactivation Critical Event Dates
- 4. Logistics
- 5. Signal
- 6. Engineer
- 7. Real Estate
- 8. Civil Affairs PSOPS
- 9. Reports
- 10. Personnel
- 11. Information
- 12. Sketch Map of Standdown Location at D. An
- 13. Glossary of Standard Terms
- 14. Honor Award (TSP)
- 15. Commendation (TSP)

Registration Annex B, Distribution



ANNEX A (Standdown Schedule) to 3d Bde, 9th Inf Div UPORD 183-70

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3D BDE 9TH INF DIV STANDDOWN SCHEDULE

UNIT	September							October						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
5-60 Inf														
6-31 Inf														
2-47 Inf (M)														
2-60 Inf														
2-41 Arty														
A Bty														
D Bty														
C Bty														
R Bty														
H&H Bty														
276 FA Det														
39 Cav (ACT)														
45 Inf (SD)														
65 Inf (GT)														
39 Comm Det														
E/75 Bnt														
493 MI														
571 Bnt														
56 Sig														
99 CSSB														
1483 MP Bat														
HHC 3/9														

NOTE 1: Schedule includes one day for movement to standdown area.

NOTE 2: 2-47 Inf (M) will standdown at Bearcat initially. All other units will standdown at D1 An.

NOTE 3: HHC, 3/9 schedule includes 19th MH Det and 19th PT Det.

4 August 1970

ANNEX B (Intelligence and Security) to 3D BDE, 9TH INF DIV OPORD 183-70

1. PURPOSE: This annex provides guidance for handling intelligence and security matters during the redeployment/inactivation of the 3d Brigade 9th Infantry Division.

2. INFORMATION AND PROCEDURES:

a. Units will comply with the security procedures specified in AR 380-5 and USARV Reg 380-5.

(1) A properly cleared commissioned officer or warrant officer will be formally appointed on orders in each unit to act as Unit Security Control Officer (USCO).

(2) Responsibilities of the USCO will include the execution of debriefings of knowledgeable sources, destruction and transfer of classified material, and physical security.

(3) CI representatives will be available to furnish supervision and technical assistance to the USCO.

b. Personnel Security.

(1) All personnel with a Security clearance including CONFIDENTIAL will be debriefed by the USCO or his designated representative prior to departing the unit. The oral debriefing will be followed by the completion of a Security Termination and Debriefing Certificate DA Form 2962. (Appendix 1)

(2) The USCO will insure that all personnel are properly debriefed and that Security Termination Statement DA Form 2962 is completed and placed in the individual's Personnel File.

(3) Prior to the oral debriefing the Administrative Section of the unit should type all appropriate information for the individual's DA Form 2962.

(4) The USCO should delegate a responsible member of the unit to give debriefings. Personnel should be debriefed in groups.

(5) Upon completion of the debriefing, the DA Form 2962's should be distributed to the respective individuals, signed, and immediately returned to the debriefer. The debriefer can then insure that the DA Form 2962's are placed in the appropriate Personnel File.

c. Document Security.

(1) Prior to and during standdown all units and staff sections will review all classified material to determine what may be destroyed and what must be transferred to the Records Holding Area (RHA). Generally classified

ANX B (INTEL & SCTY) to 3D BDE, 9TH INF DIV OPORD 183-70

Files which are not needed for current operations or future planning and which are not part of the unit's permanent files will be destroyed prior to standdown.

(2) The destruction and/or transfer of classified material will be the responsibility of the USCO and will be conducted by him.

(3) AR 340-2 furnishes guidance on selection of documents to be destroyed.

(4) AR 380-5 and USARV Reg 380-5 furnish guidance and procedures for handling the destruction and transferring of documents.

(5) CI teams will be available to supervise and render assistance and guidance concerning the destruction or transfer and safeguarding of documents.

(6) During this period there will be an excessive accumulation of unclassified official waste. In order to insure the proper disposal of these materials, commanders will establish readily accessible burning sites. For example, burning sites may be constructed from 55 gal drums.

(7) The required procedures will be completed prior to a CI inspection by a representative of the Commanding Officer, 3d Brigade, 9th Infantry Division.

(8) Non-record copies of documents which are of no further use to an office should be destroyed immediately. The most functional method for the destruction of classified information is by burning. Destruction of all categories of classified documents and/or classified material must be accomplished by the custodian in the presence of a witnessing official. All parties involved in the destruction of classified information must have a security clearance at least as high as the information being destroyed.

(9) Destruction of TOP SECRET material will be recorded only on DA Form 546 (Destruction of Classified Records). It will be made out in strict compliance with para 8-1d, AR 380-5.

(10) Destruction of SECRET material will be recorded on DA Form 546 or DA Form 455. If DA Form 455 is used it will be in accordance with the single entry registering system (IAW para 18c, USARV Reg 380-5), i.e., only one document entered on each registry page. On destruction, the appropriate DA Form 455, which had been stored in the active register is pulled out, the information lined out with red pencil, and annotated on the reverse side with the following information:

- (a) Destruction Certificate #
- (b) Date of Destruction
- (c) Destruction Authority

L-B-2

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- (d) Signature of person effecting destruction
- (e) Signature of disinterested witness
- (f) Signature of custodian

The DA Form 455 will then be placed in the inactive register.

(11) In destroying SECRET electrical messages, the message centers and staff control units will use DA Form 1207, or USARV Form 100 for certifying destruction.

(12) Destruction of CONFIDENTIAL material will be accomplished under the same procedures as SECRET material; however, no destruction certificate is necessary. The USCO and custodian are responsible for insuring that all CONFIDENTIAL material has been destroyed.

(13) Preparation of classified material for transmission to an outside agency.

(a) Packing of small quantities: Files classified SECRET or CONFIDENTIAL will be packed for transmission in two covers. The inner cover will completely cover the files and will be valid and marked in accordance with AR 380-5. The outer cover will be of such material as to prevent the inner cover from being visible.

(b) Packing of large quantities

1. Files classified SECRET or CONFIDENTIAL of sufficient volume to warrant use of fiberboard or wooden boxes will be wrapped in heavy brown paper and securely tied. Paper will be sealed and marked in accordance with AR 380-5.

2. Files shipped in fiberboard boxes will be wrapped in two packages of approximately equal size, then placed in the box and the box sealed in accordance with AR 340-2, para 9-9. Classified markings will not be indicated on the outside of the box.

3. Files shipped in a locker box or wooden records box will be divided and wrapped in three packages of approximately equal size. The packages will be placed in the wooden box and the box secured with steel bands in accordance with AR 340-2, para 9-6.

4. When material is of insufficient bulk to require a box, but too bulky for envelopes, cardboard reinforcements will be placed on top and underneath the material before the material is wrapped.

5. Commanders will insure that classified materials prepared for bulk mailing or bulk shipment are securely and adequately wrapped, packaged and/or boxed in accordance with AR 380-5.

B. INTEL & SCTY) to 3D BDE, 9TH INF DIV OPORD 183-70

a. Physical Security.

(1) The duties of the USCO relative to physical security include, all buildings and their contents, all vehicles and their contents, and the grounds in and adjacent to the unit's area.

(2) The USCO or his designated representative will personally inspect all areas to insure that no classified or official waste is left behind.

(3) Upon completion of the inspection the official will complete two (2) copies of 3d Brigade, 9th Infantry Division Clearance Certificate (Appendix 5). One copy will be given to the CI Agent when all the inspections for the unit have been completed.

(4) The USCO is responsible for insuring that at a minimum the following requirements are met in accomplishment of the inspections:

(a) Safes and security containers will be unlocked. Each drawer will be removed from the container and inspected. This inspection will include the inside, the bottom, and all sides of the drawer. When all drawers have been inspected the shell of the container will be inspected. This includes the inside and outside as well as behind the container, beneath it, and on top of it. After a thorough inspection, the drawers will be replaced and closed. DO NOT lock the container. If the container is of the combination lock style (i.e. Diebold) next to or below the dial using a RED grease pencil, affix the combination. Place the DA Form 727, Part 1, over the combination. The DA Form 727 will also contain the combination. DA Form 727, Part 3, will be taped to the inside bottom of the top drawer. The 3d Brigade, 9th Infantry Division Certificate of Inspection will be affixed to the top of the container. Desks and file cabinets will be inspected in the same manner as security container except that no certificate of inspection is required.

(b) Vehicles will be inspected to insure that no classified or other official materials remains (i.e. SOI's and maps). Inspect underneath all seats, behind all seats (including rear seat in  $\frac{1}{2}$  ton truck), floor wells, pockets on the back of seats, tool boxes, all battery cases, all glove compartments and all cargo areas. The Certificate of Inspection will be affixed to the steering column. The assigned driver should be held responsible for inspecting his vehicle.

(c) Buildings: All interior and exterior surfaces will be sanitized to insure that no classified or official material remains. A Certificate of Clearance will be affixed to the inside surface of the main door. (Note: all furniture, i.e. desks, remaining in the building will be considered part of that building). The senior man working or living in the building should be designated the responsible individual to conduct the inspection of that building.

(d) The USCO will insure that the grounds adjacent to the unit area are free of all classified or official material.

INX B (INTEL & SCTY) to 3D BDE, 9TH INF DIV OPORD 183-70

e. War Trophy Registration:

(1) War trophies, including firearms, must be certified to be of no tactical or intelligence value before they can be removed from RVN. After DD Form 603-1 (War Trophy Registration) has been authenticated by the IPW Section, 493d MI Detachment, war trophy firearms must be further processed through the Provost Marshal. DD Form 603 (Registration of War Trophy Firearms) must be completed and signed by the Provost Marshal, USAHHC for final authentication and issuance of a permanent Vietnamese Export License. War Trophies should be registered ninety (90) days prior to DEROS. However, a temporary permit may be obtained from the Provost Marshal if the individual has less than 90 days until DEROS.

(2) USCO's will be responsible for collecting all unauthorized weapons to preclude their discarded indiscriminately prior to standdown. These weapons will be turned over in bulk to the IPW Section, 493d MI Det. USARV Reg 643-20, 25th Inf Div Reg 381-24, and MACV Dir 608-7 provide guidance regarding authorized war trophies.

(3) An IPW and MP representative will be available to the unit to certify and assist in processing war trophies.

f. Brigade S-2 Responsibilities

(1) Advise and assist the unit and staff sections in the execution of their responsibilities as delineated above.

(2) Request support from the 493d MI Det for the close out inspection of the Brigade standdown area beginning approximately seven (7) days prior to the departure of the last element of the Brigade.

(3) Coordinate with 25th Inf Div SSO for debriefing of personnel granted access to Special Intelligence.

g. Bn S-2's Responsibilities

(1) It is the responsibility of the USCO to contact and coordinate with the CI Section, 493d MI Det whenever equipment will be moved prior to the unit's departure to insure that equipment is properly cleared.

(2) S-2's will coordinate with the IPW Section, 493d MI Det well in advance of standdown to insure all trophies are properly registered.

(3) Sufficient copies of DA Form 2962 and the 3d Brigade, 9th Infantry Division clearance certificate may be reproduced by local units.

h. Definitions:

(1) Security Control Officer: A Security Control Officer will be a properly cleared commissioned or warrant officer appointed on orders. His duties are outlined in Appendix I, para 1, USARV Reg 380-5.

(2) Custodians: Custodians will be commissioned or warrant officers appointed on orders. If an officer is not available an NCO grade E-6 or above may be appointed. Alternate custodians may be appointed in the event that the custodian is not immediately available for destruction of classified information. They will be a commissioned or warrant officers, or NCO's in grade E-6 or above. Duties are outlined in Appendix I, para 3, USARV Reg 380-5.

(3) Destruction Officer: The custodian of classified material will destroy classified information in the presence of a witnessing official. The criteria for custodians applies to the destruction officers. Their duties are:

(a) Receive from the custodian all material to be destroyed.

(b) Verify and inspect the material and compare it with the certificate of destruction (DA Form 455 or DA Form 546) in the presence of a witnessing official.

(c) Destroy the material in the presence of the witnessing official and sign the certificate of destruction.

(d) Witnessing Official: A witnessing official will be an officer, warrant officer, or an enlisted person in the grade of E-5 or above appointed on orders. He must have a security clearance at least as high as the information being destroyed. He cannot be directly connected with the accountability control or handling of the material being destroyed.

(e) All the above positions must have individuals with security clearances equal to or above the information being destroyed.

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Appendixes: 1. DA Form 2962 Debriefing Certificate  
2. DA Form 455 Active Register  
3. DA Form 455 Destruction Certificate  
4. DA Form 546 Destruction Certificate  
5. DA Form 1204 Transmitting documents  
6. Certificate of Inspection

Distribution: Same as Basic OPORD.

I-B-6

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APP 1 (DEBRIEFING STATEMENT) to ANN B (INTEL & SCTY) to 3D BDE, 9TH INF DIV OPORD 183.

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<b>SECURITY TERMINATION STATEMENT AND DEBRIEFING CERTIFICATE</b> (AR 380-5)		DATE <b>10 JULY 1970</b>		
<b>PART I - BASIC INFORMATION</b>				
FROM (Originating Headquarters) <b>HHC, 5/60 INF, 3D BDE, 9TH INF DIV APO SF 96371</b>		DOSSIER NO. <b>N/A</b>		
LAST NAME - FIRST NAME - MIDDLE INITIAL <b>MILLER, CHARLES T.</b>	GRADE (Mil or Civ) <b>E-5</b>	SVC NO. (Mil) - SOCIAL SCTY NO. (Civ) <b>723-86-9145</b>		
DATE OF BIRTH (Day, Mo. Yr) <b>18 Sep 48</b>	PLACE OF BIRTH (City, State, Country) <b>MONTERREY, CALIFORNIA USA</b>			
<b>PART II - REFERENCES</b>				
<p>a. APPLICABLE TO ALL PERSONNEL WHO HAVE HAD ACCESS TO DEFENSE INFORMATION:</p> <p>(1) ESPIONAGE LAWS: TITLE 18, U.S. CODE, SECTIONS 793, 794 AND 798 ("temporary extension of Section 794").</p> <p>(2) INTERNAL SECURITY LAWS: TITLE 50, U.S. CODE, SECTION 793.</p> <p>(3) AR 380-5</p> <p>b. ADDITIONALLY APPLICABLE TO PERSONNEL WHO HAVE HAD ACCESS TO RESTRICTED DATA:</p> <p>(1) ATOMIC ENERGY ACT OF 1954: TITLE 42, U.S. CODE, SECTIONS 2014, 2162, 2274, 2275, 2276 AND 2277.</p> <p>(2) AR 380-150</p> <p>(3) AR 380-157.</p> <p>c. ADDITIONALLY APPLICABLE TO PERSONNEL WHO HAVE HAD ACCESS TO CRYPTOGRAPHIC MATERIAL OR INFORMATION:</p> <p>(1) ESPIONAGE LAWS: TITLE 18, U.S. CODE, SECTION 798.</p> <p>(2) AR 380-40</p> <p>d. ADDITIONALLY APPLICABLE TO PERSONNEL WHO HAVE HAD ACCESS TO INFORMATION SPECIALLY COMPARTMENTED BY DOD OR DA DIRECTIVE:</p> <p>(1) LETTER, AGAM-P (M) (23 Dec 63) ACSI-AS, HQ DA, 2 JAN 64, SUBJECT: "SECURITY POLICY FOR MILITARY SPACE PROGRAMS".</p> <p>(2) AR 380-34.</p> <p>e. OTHER: (Specify)*</p>				
<b>"SAMPLE"</b>				
<b>PART III - SECURITY TERMINATION AND DEBRIEFING STATEMENT</b>				
<p>1. I acknowledge that I have read the applicable material for the level of classified information to which I have had access, and I understand that the revelation of classified information to an unauthorized person or agency is prohibited and punishable by law. My initials below attest to the level of access which I have had and to the applicable material, as identified in References, which I have read.</p> <table style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <b>INITIALS</b>   <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> </td> <td style="width: 70%; vertical-align: top;"> <b>EXTENT OF ACCESS</b>   <p>a. TOP SECRET - SECRET - CONFIDENTIAL defense information (Reference a).</p> <p>b. RESTRICTED DATA (Reference b).</p> <p>c. CRYPTOGRAPHIC material or information (Reference c).</p> <p>d. Information specially compartmented by Department of Defense or Department of the Army directives. (SPECIAL ACCESS Information)</p> <p>e. Other: (Specify)*</p> </td> </tr> </table>			<b>INITIALS</b>  <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div>	<b>EXTENT OF ACCESS</b>  <p>a. TOP SECRET - SECRET - CONFIDENTIAL defense information (Reference a).</p> <p>b. RESTRICTED DATA (Reference b).</p> <p>c. CRYPTOGRAPHIC material or information (Reference c).</p> <p>d. Information specially compartmented by Department of Defense or Department of the Army directives. (SPECIAL ACCESS Information)</p> <p>e. Other: (Specify)*</p>
<b>INITIALS</b>  <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div> <div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;">NA</div>	<b>EXTENT OF ACCESS</b>  <p>a. TOP SECRET - SECRET - CONFIDENTIAL defense information (Reference a).</p> <p>b. RESTRICTED DATA (Reference b).</p> <p>c. CRYPTOGRAPHIC material or information (Reference c).</p> <p>d. Information specially compartmented by Department of Defense or Department of the Army directives. (SPECIAL ACCESS Information)</p> <p>e. Other: (Specify)*</p>			
<p>2. I do not have classified material or documents in my possession.</p> <p>3. I will not divulge classified information orally, in writing, or by any other means, to an unauthorized person or agency.</p> <p>4. I will immediately report to the Federal Bureau of Investigation, my supervisor/commander, or other military authority, as appropriate, any attempt by an unauthorized person or agency to obtain classified information.</p> <p>5. I received an oral debriefing, immediately prior to the execution (i.e., signature) of this Security Termination Statement.</p>				
<p>* Can include access to information covered by treaties involving the U.S. (i.e., AR 380-15, AR 380-16, or AR 380-17) and access to critical stockpile and production information (i.e., AR 380-157), plus any travel restrictions.</p>				
DISTRIBUTION:  FIELD 201 FILE (Military) LOCAL SECURITY FILE	SIGNATURE			

DA FORM 2962

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For use of this form, see AR 380-5; the proponent agency is Office of the Assistant Chief of Staff for Intelligence.



APP 2 (DOCUMENT REGISTER) to ANK B (LITEL & SCTY) to 3D BDE, 9TH INF DIV CPO&D 183-70

CONTROL LOG OR FILE NO.	DATE REC'D	C L A S	NO. OF PGS	DESCRIPTION (Type, File Reference, Unclassified Subject or Short Title, No. of Pages, Copy Numbers, etc.)	ORIGINATING AGENCY	DATE OF DOCUMENT	ROUTED TO	REMARKS (Disposition, Dest'n Cert No. and Date, Custodian Signature, etc.)
1-KID-71	10JUL70	S	1	SICR, MACJ 277-7, DTD 19 JUN 70, U-UAW-1947, SUBJECT: ENEMY KNOWLEDGE OF U.S. /ALLIED OPERATIONS (U). CY 63 of 311 CYS: II FFORCEV CY M11 OF M42 CYS; CONSISTING OF 9 (S) PAGES /////////////////NOTHING FOLLOWS	II FFORCEV	19Jun70		
<u>ACTIVE DOCUMENT REGISTER</u>  <u>"SINGLE ENTRY SYSTEM"</u>								

DA FORM 455  
1 JUL 62

REPLACES EDITION OF 1 JAN 67, WHICH IS OBSOLETE.

MAIL AND DOCUMENT REGISTER  
For use of this form, see AR 380-5; the proponent agency is Office of the Assistant Chief of Staff for Intelligence.

PAGE NO.  
PFC-33-100

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For use of this form, see AR 380-5; the proponent agency is Office of the Assistant Chief of Staff for Intelligence.

DESTRUCTION OF CLASSIFIED RECORDS		HEADQUARTERS OFFICE		DESTRUCTION REC. ORG. NO.	PAGE NO.		
CONTROL LOG OR FILE NUMBER	CLAS SYM	NO. OF C/S	DESCRIPTION (Type, file reference, unclassified subject or short title, number of pages, copy numbers, etc.)	DATE OF DOCUMENT	ORIGINATING AGENCY	ADDRESSEE	DESTR AUTH
1-NID-71	S	1	SICK, MAGJ 277-7, DTD 19 JUN 70, U-UAM-1947, SUBJECT: ENEMY KNOWLEDGE OF US/ALLIED OPERATIONS (U). CY 63 of 311 CYS; II FFORCEV CY M11 OF M42 CYS; CONSISTING OF 9 (S) PAGES	19 JUN 70	II FFORCEV		AR 345-210
9-NID-70	S	1	BOOKLET, PERINTREP, AC OF S, J2, USMACV, SISO 00663/70, DTD 8 APR 70 CY 98 of 254 CYS; TLAJ CONTROL NUMBER 70-23-888; CONSISTING OF 14 (S) PAGES NUMBERED 5 THRU 18, W/FRONT AND BACK COVERS MARKED (S), AND 11 (C) PAGES	08 APR 70	AC OF S, J2, USMACV		AR 345-210
MULTIPLE DOCUMENT DESTRUCTION RECORD							

NAME OF CUSTODIAN		DATE	DATE	DATE	DATE
ALBERT C. BOWLER		24 JUL 70		24 JUL 70	24 JUL 70
TYPED NAME OF PERSON VERIFYING LISTING				SAMUAL A. FARMER	FRANKLIN U. GROPER
SIGNATURE					
TYPED NAME OF RECIPIENT/DESTR OFF					
SIGNATURE					
TYPED NAME OF PERSON WITNESSING DESTRUCTION					
SIGNATURE					

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484 5 (CLASSIFIED DOCUMENT RECEIPT) to ANX B (INTEL & SCTY) to 3D BDE, 9TH INF  
DIV OF ORD 153-70

GO 493RD MI DETACHMENT 3RD BDE, 9TH INF DIV APO SF 96371  ADDRESSEE	RETURN THIS RECEIPT IMMEDIATELY TO AD- DRESS ON REVERSE	256-4H9-70 REGISTER OR CONTROL NO.
	DATE OF LATEST ACTION	DATE DISPATCHED  10 JULY 70
SUMMARY OF BASIC DOCUMENT: CONTROL NUMBER OR OFFICE SYMBOL, TYPE, SOURCE, DATE, UNCLASSIFIED SUBJECT, NUMBER AND COPY NUMBERS OF INDORSEMENTS AND INCLOSURES.  SICR, MA CJ 277-7, DTD 19 JUN 70, U-UAW- 1947, SUBJECT: ENEMY KNOWLEDGE OF U.S./ALLIED OPERATIONS (U). CY 6 OF 311 CYS; CONSISTING OF 9 PAGES. NOTHING FOLLOWS		
<input type="checkbox"/> TRACER ACTION DESIRED. SIGNED COPY OF DOCUMENT RECEIPT FOR MATERIAL DESCRIBED ABOVE HAS NOT BEEN RECEIVED. PLEASE ACCOMPLISH APPROPRIATE SPACES BELOW AND RETURN AT ONCE		
<input type="checkbox"/> RECEIPT OF DOCUMENTS ACKNOWLEDGED <input type="checkbox"/> DOCUMENTS HAVE NOT BEEN RECEIVED		
DATE	TYPED NAME, GRADE OR TITLE	SIGNATURE

DA FORM 1204  
1 JAN 60

REPLACES DA FORM 1204, 1 NOV 58,  
AND DA FORM 1208, 1 AUG 55, WHICH  
ARE OBSOLETE

CLASSIFIED DOCUMENT RECEIPT AND/OR TRACER  
(Original) (AR 380-5)

# DISPOSITION FORM

(AR 343-15)

REFERENCE OR OFFICE SYMBOL

SUBJECT

AVBB-HQ

3d Brigade, 9th Infantry Division

APO SF 96371

TO

Commanding Officer  
3d Bde, 9th Inf Div  
ATTN: S-2  
APO SF 96371

FROM

DATE

CMT 1

1. On \_\_\_\_\_, the undersigned certifies that he did inspect this (vehicle, classified container, building) number \_\_\_\_\_, located at \_\_\_\_\_, and found it to contain no classified documents, classified equipment, unclassified official documents or publications, maps, photos, ammunition, explosives, or flammable material.
2. The combination to this classified container has been written in grease pencil below the combination dial and the combination copy of DA Form 727 affixed to the outside of the drawer.

Typed name, rank & title of Security  
Control Officer or S-2

Signature

Unit

THIS DOCUMENT REGRADED UNCLASSIFIED WHEN  
SEPARATED FROM CLASSIFIED INCLOSURES

4 August 1970

Annex C (Redeployment/Inactivation Critical Event Dates) to 3d Bde, 9th Inf  
Div OPORD 183-70

- 01 Aug 70 - Go Devil Academy ceases training replacement personnel.
- 04 Aug 70 - OPORD 183-70 published and dispatched.
- 05 Aug 70 - Go Devil Academy and Co A 99th CSSB mess move to Di An.
  - Security force from 6-31 Inf arrive TAAF for security of that base.
- 08 Aug 70 - AG minus APO and Co A CP Group, 99th CSSB move to Di An.
- 10 Aug 70 - AG will publish personnel roster with data each person in the Brigade will be available to depart the Brigade and critical personnel roster.
  - Medical team from C Co (Med) 99th CSSB and Finance Section A Co, 99th CSSB move to Di An.
- 15 Aug 70 - Ben Luc maintenance closes to Direct Support maintenance except for emergencies.
  - Command letter to CG, II FFV if we do not have disposition instructions for all bases.
- 20 Aug 70 - Maintenance assistance team and MI debriefing and inspection team move to Di An.
  - Reassignment instructions on all personnel will be received by brigade.
- 24 Aug 70 - HSB (A/2-4 FA moves to Di An.
- 25 Aug 70 - Co C (Med) will no longer accept patients. All medevac patients will be sent to 93d, 24th Evac, or 3d Field Hospital.
  - Co B 99th CSSB moves to Di An to establish 2d mess facility.
  - HHC 3/9 mess moves to Di An to establish third mess facility.
  - Have assurance from 25th Div that it will provide Engineer support for the closing of FSB Eloise.
  - Co B 99th CSSB (-) less security force move to Tan An Air Field from Ben Luc maintenance facility.
- 28 Aug 70 - Ben Luc maintenance facility ready for turnover to GVN.
  - S1, 3, 4, AG coordination and control center established at Di An.
  - Di An prepared for receipt and processing of Brigade personnel.
  - 483d MP Plat (Fwd) establish MP jurisdiction of Bde personnel at Di An.
- 01 Sep 70 - 5-60 moves to Di An for standdown.
  - A/2-4 FA moves to Di An for standdown.

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Annex C (Redeployment/Inactivation Critical Event Dates) to 2d Bde, 9th Inf  
 LHM OPOD 183-70

- 39th Cav (ACV) moves to Di An for standdown.
  - 45th Inf (SD) moves to Di An for standdown.
  - 65th Inf (CT) moves to Di An for standdown.
  - 39th Chem Det moves to Di An for standdown.
  - 4th Vet Det detached from 3/9; released to parent unit.
  - Co C (Med) closes except out patient care at TAAF.
  - 4 Searchlights I/29 Arty detached; released to parent unit.
  - Stop combat service support of MACV Advisory Team 86.
- 02 Sep 70 - Thu Thua South turnover to GVN officials. 1000H.
- 04 Sep 70 - Binh Phuoc Base Camp turnover to GVN officials. 1000H.
- 06 Sep 70 - Brigade Jump CP at Di An ready to assume control of 2-47 Inf (M) tactical opns.
- 07 Sep 70 - E/75th Inf (Rgr) cease combat operations in TAOI. Begins TA Main security mission.
- 7-8 Sep 70- HHC (-) 3/9 moves to Di An.
- 08 Sep 70 - 6-31 Inf moves to Di An for standdown.
- D/2-4 FA moves to Di An for standdown.
  - C/2-4 FA moves to Di An for standdown.
  - Metro Section, I/27 Arty detached; released to parent unit.
  - Tan An Weather team, 5th Weather Squadron, USAF, detached; released to parent unit.
  - TACP and Bde Avn elements displace to Bien Hoa and Di An respectively to continue support of Bde opns.
- 8-17 Sep 70 - E/75th Inf (Rgr) is security force for Tan An Main.
- 09 Sep 70 - 303d REU detached from 3/9; released to parent unit.
- 10 Sep 70 - 56th Sig moves to Di An.
- APC moves to Di An.
  - Tan An ceases Class I issue. Issue begins from Di An.
  - Graves registration moves to Di An.
  - 493d MI, less inspection team, moves to Di An.
- 11 Sep 70 - FSB Chamberlain turnover to GVN. 1000H.
- 12 Sep 70 - Camp Keaton turnover to GVN. 1000H.
- 15-20 Sep 70 - 99th Combat Service Support Bn moves to Di An.
- 15 Sep 70 - 2-47 Inf (M) moves to Bearcat for standdown and preparation of equipment for turn-in.
- B/2-4 Arty moves to Di An for standdown and preparation of equipment for turn-in.
  - C (Med) (-) moves to Di An leaving one aid station.
  - Dental Det detached; released to parent unit.

I-C-2

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Annex C (Redeployment/Inactivation Critical Event Dates) to 3d Bde, 9th Inf  
Div OPORD 183-70

- 17 Sep 70 - Tan An Main turnover to GVN officials. 1000H.
  - 571st Engr moves to Di An for standdown.
  - E/75th Inf (Rgr) moves to Di An for standdown.
- 19 Sep 70 - 361st ASD detached; released to parent unit.
  - 2-47 Inf commences processing of personnel and equipment at Di An and Long Binh.
  - FSB Julie closed NLT 1000H.
- 20 Sep 70 - Elements of 82d Engr move to Long Binh.
  - 2 quad-50's, D/71st Arty detached; released to parent unit.
- 21 Sep 70 - 2-60 Inf moves from FSB Eloise to Dau Tieng. OPCON reverts to 3d Bde, 9th Inf Div 22 Sep 70.
  - 483d MP Plat moves remainder of personnel to Di An.
  - Tan An AF turnover and security force departs.
- 22 Sep 70 - 2-60 Inf moves from Dau Tieng to Di An for standdown.
  - HHB/2-4 FA commences standdown at Di An.
  - 276 FA Det move to and standdown at Di An.
  - 56th Sig Co commences standdown at Di An.
- 23 Sep 70 - TACP 3/9 detached; released to parent unit.
- 28 Sep 70 - 99th CSSB commences standdown. Combat service support of the Brigade reverts to USARV.
- 29 Sep 70 - 493d MI commences standdown.
- 05 Oct 70 - HHC commences standdown.
- 06 Oct 70 - 483d MP Plat commences standdown.
- 12 Oct 70 - Honor Guard departs Bien Hoa for Fort Lewis, Washington.

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4 August 1970

ANNEX D (Logistics) to 3D BDE, 9TH INF DIV GORD 183-70

1. **PURPOSE:** This annex provides logistical guidance and procedures for the redeployment/inactivation of all elements of the 3d Brigade, 9th Infantry Division.

2. **GENERAL:**

a. Concept of Logistical Operations.

(1) The provisions of the current references listed in Appendix 20 to this annex apply.

(2) All battalion-sized units of this brigade and HHC will redeploy at token strength (not more than 2% of personnel) for inactivation ceremonies at Fort Lewis, Washington. These units will redeploy without individual and organizational equipment, except unit colors and trophies. Unit records, less unit property books and supporting files, will also accompany the unit. Equipment and uniforms required for inactivation ceremonies in CONUS will be provided by the inactivating unit. All personnel designated to accompany colors will depart on one Special Assignment Airlift Mission (SAAM) aircraft.

(3) All other units will be inactivated in-country and will turn-in all equipment, colors and records for appropriate disposition.

(4) When unit turn-in is complete, unit property books and supporting files will be turned in to the S4, this headquarters, for final audit and clearance. The Unit Disposition Report (prescribed in Appendix 1 to this annex) will also be turned in with the unit property book in one (1) copy. It is emphasized that the Unit Disposition Report must account for all the equipment originally listed on the Unit Inventory.

(5) Maximum emphasis will be placed on the turn-in of excess and unneeded MTOE equipment. Turn-ins should commence immediately under normal turn-in procedures. Effective 20 July 1970, all equipment (except temporary loan, crypto, medical and aviation equipment) will be turned in to the processing location under Keystone procedures as outlined in this annex. Effective immediately, the provisions of USARV Regulation 310-32 are changed to authorize this headquarters approval for the turn-in of unneeded MTOE.

(6) Effective immediately, lateral transfers between units of this brigade and units outside the brigade are prohibited.

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ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD '83-70

b. Definitions.

(1) Standdown Location: Those facilities in which units live during stand-down while they are preparing equipment for turn-in, turning it in, and processing personnel for reassignment/rotation.

(2) Processing Locations: Those facilities designated and prepared for the preparation, cleaning, inspection, classification, preservation, packing, packaging, and documentation of unit equipment and supplies for turn-in or retrograde.

(3) Marshalling Areas: Those locations in the vicinity of depots at which equipment may be held until called forward to the port intransit storage area. Additionally, the marshalling area may be used for the recleaning and completion of processing which could not be accomplished in the processing location.

(4) Intransit Storage Areas: Those locations adjacent to the port where equipment and supplies scheduled for immediate outloading are held. These areas will have facilities for final washing of equipment prior to outloading.

(5) Preservation, Packing and Packaging (PP&P): Those procedures and materials used to prepare and protect retrograde equipment and supplies for storage and shipment. PP&P should be sufficient to provide adequate protection for 180 days.

(6) Selected Criteria for Retrograde of Army Materiel (SCRAM): Those procedures used in performing a simplified inspection and classification of principal items, sets, kits, and outfits. SCRAM procedures do not apply to Aviation and Medical materiel. SCRAM procedures and classification codes are outlined in USARV Regulation 750-33, dated 1 July 1970, and will be used except as modified by this OPORD or other subsequent instructions.

(7) Critical Items: Those items to be withdrawn from units because they must be retained in-country to fill valid requirements of other units. Headquarters, USARV or CO, USAICCV may from time to time direct specific disposition of critical items to include effecting lateral transfers.

c. Critical Locations.

(1) Standdown Location: All units except 2-47 Inf (M) will standdown at Di An (XT 9005). The 2-47 Inf (M) will standdown at Bearcat. All personnel processing will be accomplished in the standdown location at Di An.

(2) Processing Location: Long Binh (LBN). Effective 20 July 1970 all equipment and supplies will be turned in to the processing location. The organization and operation of the processing location is outlined in Appendix 18.

(3) Marshalling Area: TBA.

ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

### 3. RESPONSIBILITIES

#### a. All Unit Commanders:

- (1) Identify, process and turn-in all unneeded excesses, MTOE, Temporary Loan and PCS property prior to unit standdown.
- (2) Upon standdown, process and turn-in remaining MTOE, excesses, Temporary Loan and PCS property. Reduce unit property book to zero balance ASAP after standdown.
- (3) Within unit capability and available time, correct organizational maintenance deficiencies on equipment prior to turn-in.
- (4) Be prepared to provide personnel to operate the processing location as outlined in Appendix 11.
- (5) Establish and supervise unit interior guard system upon arrival at stand-down location. Motor parks will be guarded 24 hours daily.
- (6) Insure that all ammunition and human remains are removed from vehicles/equipment prior to turn-in.
- (7) Insure compliance with U.S. Customs restrictions for the shipment of unit impediments, accompanied and unaccompanied baggage. See appendix 8 and 9 to Annex I (Personnel and Administration).
- (8) Designate an OIC and NCOIC for each redeploying contingent. Report individuals' names to S4, this headquarters, as soon as they are known. Insure that all personnel redeploying with unit colors have complete new fatigue uniforms with all insignia and accessories.
- (9) Submit reports and inventories as required by this OPORD.
- (10) Comply with movement directives and schedules.

#### b. CO, 99th CS Spt Bn:

- (1) Provide or coordinate continued service support to all redeploying/inactivating units from Tan An Airfield and Di An, as required.
- (2) Designate OIC to set up and operate all facilities at the Di An Stand-down Location.
  - (a) Obtain and set up all PCS property required for messing, billeting of units and operation of the standdown location.
  - (b) Coordinate with PA&E for necessary R&U repairs prior to first unit standdown.

ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

(c) Coordinate with 36th Signal Company for necessary internal communications within the standdown location.

(d) Provide maintenance assistance team to check unit material/equipment for necessary maintenance, documentation and cleanliness prior to turn-in to the processing location.

(3) Cancel requisitions and Activity Address Codes (AAC) in accordance with USARV OPLAN 183-70.

(4) Provide or coordinate all unit requirements for augmentation transportation or material handling equipment (MHE), as required.

(5) Upon standdown, telephone USAICCV, Long Binh 926-2776/5518, for disposition instructions for two Recordak Microfiler Readers and one Key Punch Machine.

4. GENERAL SUPPLY PROCEDURES:

a. Inventories and Reports:

(1) Unit Inventory: Completed 4 July 1970.

(2) Verification of AR 711-5 Report: Hqs, USARV will review the most current AR 711-5 Equipment Status Report against subordinate units' property books. The project officer, Asst S4, this headquarters, will coordinate with units and USARV Team to schedule appointment times and locations. Units will have the following documents available for review:

- (a) Most recent AR 711-5 Equipment Status Report.
  - (b) Unit organizational and station property books.
  - (c) Applicable General activating the unit.
  - (d) Current TOE/MTOE.
  - (e) Special letters of authorization.
- (3) Unit Disposition Report: See Appendix 1.
- (4) Other Logistics Reports: See Appendix 15.

b. Equipment Disposition Policies:

(1) Equipment will be processed and turned in to USASUPCOM (SGN) at the Long Binh processing location in accordance with instructions contained in this OPORD. Exceptions are as specified below:

- (a) Temporary Loan Equipment: See Appendix 4.
- (b) Aviation Equipment: See Appendix 6.

ANNEX I (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

(c) Medical Equipment: See Appendix 7.

(d) Crypto/COMSEC Equipment: See Appendix 1 to Annex E (Signal).

(e) ENSURE Equipment: ENSURE equipment will be turned in, transferred, or otherwise disposed of as directed by G3, USARV.

(2) Basic Issue List Items (BILI) will be reconstituted as nearly as possible. Missing items will be listed on both the USARV Form 563 and the DA Form 2408-1.

(3) All mess equipment will be turned in, including silverware and utensils. These items are in critical short supply and every effort will be made to turn-in all items. Garrison mess equipment (refrigerators and ranges) must be inspected by P&E, using USARV Form 562, before the item is disconnected and removed. Units submit request to the Bde Food Service Advisor for these inspections.

(4) Components for sets, kits and outfits will be reconstituted as much as possible. Turn-in credit for the set or kit will only be given if there are no non-expendable components missing and not more than 15% of the expendable components missing. Units must inventory, reconstitute and then submit Inventory Adjustment Reports (DA Form 444) changing accountability from a set or kit to the individual non-expendable components. All non-expendable components must be accounted for by either a turn-in document, quarterly report of operational loss, or report of survey.

(5) Organizational clothing and equipment:

(a) Personnel departing country will be processed through the 90th Replacement Bn. and will turn in their organizational clothing and equipment there.

(b) Personnel in the Honor Guard will not process through the 90th Replacement Bn. Units will turn in organizational clothing and equipment to the processing location at Long Binh.

(c) Personnel reassigned to other units in-country will move with all their organizational clothing and equipment.

(6) Vehicular installed communications equipment will be removed from vehicles and turned in separately, except that AN/GRC-163 and AN/VSC-2 Radio Sets will be turned-in in their original issue configuration (See Annex E for additional instructions).

(7) Post, Camp and Station (PCS) property will be turned in to the processing location for redistribution or retrograde, except as directed by CO, 99th CS Spt Bn. Initial units standing down will be required to transport PCS property to Di An for use in establishing the standdown location. Documentation for turn-in will be prepared by the unit and a joint inventory conducted with the unit PBO and the Di An Supply Officer (DASO). The DASO will then sign pre-prepared DA Form 2062 (Hand Receipt) for a like quantity of items direct from the processing location.

ANNEX D (Logistics) to 3D BDE, 7TH INF DIV OFORD 183-70

The unit representative will then go to the processing location at Long Binh and present documentation for turn-in credit and the original copy of the hand receipt (signed by the DASO) to the OIC, Multiple Item Processing Location. The DASO may require the units later to sign a temporary of sub-hand receipt for those items which are under their direct control (i.e. in their unit standdown area).

(8) Installed property not on unit property books will be recovered by PA&E and returned to the appropriate supply channel.

(9) Additional supply procedures are contained in Appendix 3.

5. MATERIAL MAINTENANCE: Appendix 2.

6. AMMUNITION: Appendix 5.

7. TRANSPORTATION: Appendix 8.

8. GRAVES REGISTRATION: Appendix 9.

9. LAUNDRY AND BATH SERVICES: Appendix 10.

10. FACILITIES: Disposal of facilities will be in accordance with USARV Reg 700-26 and Annex F and G of this OPORD.

11. MISCELLANEOUS: All personnel should be warned against unauthorized destruction or disposal of excess material to avoid turning it in through proper channels. Violators are subject to disciplinary action under the UCMJ. Excesses will be accepted without question and with minimum documentation as outlined in Appendix 2.

WILLIAMS  
COL

OFFICIAL:

SNOPEK  
S4

APPENDICES:

- 1 - Unit Inventory and Disposition Report
- 2 - Material Maintenance and Preparation for Turn-In
- 3 - Supply Procedures
- 4 - Turn-In of Temporary Loan Equipment
- 5 - Ammunition

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Annex D (Logistics) to JO AEB, 6th INF DIV GPOED 199-71

ANNEXES (Cont):

- 6 - Aviation (AF)
- 7 - Medical
- 8 - Transportation (TAP)
- 9 - Graves Registration
- 10 - Laundry and Bath Services
- 11 - Personnel Requirements at Processing Location
- 12 - Not used
- 13 - Not used
- 14 - Not used
- 15 - Logistical Reports
- 16 - Not used
- 17 - Not used
- 18 - Organization and Operation of the Processing Location (TAP)
- 19 - Organization and Operation of the Staging Location (TAP)
- 20 - References

APPENDIX 1 (Unit Inventory and Disposition Report) to ANNEX D (Logistics) to  
3D EDE, 9TH INF DIV OPCR 183-70

1. Purpose: This appendix gives detailed instructions on the preparation and completion of unit inventories and the Unit Disposition Report.

2. Procedures:

a. Unit Inventory: Units have submitted their unit inventories in the following format, completing Columns 1 through 5:

<u>LINE</u>	<u>NOMENCLATURE</u>	<u>FSN</u>	<u>QTY</u>	<u>OPER or NON-OPER</u>	<u>DISPOSITION</u>
<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>	<u>(5)</u>	<u>UNIT QTY DATE</u>
					<u>(6) (7) (8)</u>

I. Authorized FEMA Items (reportable under AR 711-5).

a. Firepower and Mobility.

(1) Wheeled Vehicles.

(2) Tracked Vehicles.

(3) Weaponry.

b. Communications/Electronics.

(1) Radios.

(2) Generators.

(3) Night Vision Devices.

(4) Other.

c. Special Purpose Equipment.

(1) Engineer Equipment.

(2) Water Purification Equipment.

(3) Generators (Non-Signal).

(4) Other.

II. Post, Camp, and Station Property (omit FSN).

a. Garrison Mess Equipment (see USARV Reg 30-10).

b. Billeting Equipment.

c. Office Equipment.



APPENDIX : (Unit Inventory and Disposition Report) to ANNEX D (Logistics) to  
3D BDE, 9TH INF DIV QPCRD 183-70

d. Other.

III Special Services Property.

IV. Excess FEMA Items (as in part I above).

V. Temporary Loan Equipment.

b. Unit Disposition Report: Units will submit their Unit Disposition Report by completing Columns 6 through 8. This report will be submitted in one (1) copy after their property book has been zeroed and when the property book is turned in to the Bde S4 for final audit. This must be completed ASAP but NLT 5 days after all equipment is disposed of. Procedures for completion of Columns 6 through 8 are as follows:

(1) Column 6:

(a) If item was laterally transferred, enter the UIC of unit to which equipment was transferred.

(b) If item was turned in to the processing location, enter the turn-in document number.

(2) Column 7: Enter the quantity turned in on that 2765-1 or transferred on that DA Form 3161.

(3) Column 8: Enter the julian date the transaction occurred.

(4) For multiple turn-ins, prepare necessary continuation pages listing the following items only:

<u>LIN</u> (1)	<u>NOMENCLATURE</u> (2)	<u>DISPOSITION</u>		
		<u>UNIT</u> (6)	<u>QTY</u> (7)	<u>DATE</u> (8)

(5) More than one LIN may be listed on the continuation pages.

APPENDIX 2 (Materiel Maintenance and Preparation for Turn-In) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

1. **Purpose:** This appendix provides guidance and procedures for materiel maintenance and preparation of equipment for turn-in.

2. **General Concept of Maintenance Support:**

a. The brigade maintenance facilities at Ben Luc and Tan An Airfield will continue providing normal required support through 15 August 1970. Effective 16 August only emergency direct support maintenance for mission essential equipment (i.e., armament, automotive, engineer and COMMEK equipment) will be provided from Tan An Airfield. This support will continue until departure of the last brigade element from the airfield.

b. During the period 19 July to 15 August, the maintenance facility will take action to reduce its stockage of Class IX repair parts. Essential items only will be retained. All others will be returned to depot.

c. Equipment on job order and awaiting parts will be considered for evacuation. Owning units will be requested to determine the mission essential status of the equipment. Items to be mission essential will be retained and added emphasis will continue to obtain the required repair parts. Items determined to be non-mission essential will be evacuated. Appropriate documentation will be returned to the owning unit so that turn-in credit can be received from the processing location at Long Binh.

d. Equipment submitted to the maintenance facility during the period 19 July to 15 August should be restricted to only those items that are considered to be mission essential. All items requiring field maintenance that are not considered to be mission essential, should be turned-in at the processing location at Long Binh.

e. Unit should take action to turn-in to the technical supply facility any and all excess and unneeded PLL repair parts. Coordination with the Technical Supply Officer is required prior to turn-in.

f. On 16 August all items of equipment on job order to the maintenance facility that are awaiting parts will be evacuated. Appropriate documentation will be returned to the owning units for receipt of necessary turn-in credit. Items on job order with the repair parts available will be repaired and returned to the owning units. Maintenance DSU support will continue from Tan An Airfield effective 16 August 1970.

g. During the period 16-24 August, selected Class IX assets will be returned to depot. As of 25 August the maintenance facility as such at Ben Luc will be closed and all personnel and equipment will be returned to the control of the Commanding Officer, Company B, 99th CS Spt Bn.

APPENDIX 2 (Material Maintenance and Preparation for Turn-in) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 133-70

h. Contact teams in support of 2-60 Inf and 2-47 Inf will remain in support of those units until they move to the standdown area.

3. Unit Requirements:

a. Turn-in all excess and non-mission essential equipment to the Processing Location (PL) at Long Binh during the period 15 July to date of unit standdown.

b. Reduce unit PLL to minimum required stockage during the period 15 July to unit standdown. Turn in to the Support Battalion all PLL upon standdown. Prior coordination must be made with the Brigade Maintenance Office for complete turn-in of PLL.

c. Insure that unauthorized modifications are removed and equipment returned to its authorized configuration to the extent practicable.

d. Preparation of equipment for actual turn-in will be IAW ANNEX D (Maintenance) USASUPCOM, (SGN) OPORD 3-70.

e. Units will insure that both supervisory and "hands on" maintenance personnel are continuously available as long as items are being turned-in at the processing location.

(1) DSU assistance in performing organizational maintenance will be provided on request.

(2) USASUPCOM (SGN) is responsible for providing a DS contact team to perform DS maintenance, as required. In addition, they will provide a means for obtaining maintenance repair parts required by units to complete last minute organizational repairs.

4. Equipment Turn-in Support at Standdown Location (Di An):

a. The Support Battalion will set up a final assistance point at Di An to assist in records and documentation checks prior to actual turn-in by the unit. This point will become operational on S-Day and will remain open until all equipment is turned in.

b. A lubrication point will be available at the cleaning point so all powered equipment can be lubricated by the unit on site. Each unit must provide its own lubricating equipment until standdown.

c. Unit Commanders are responsible to insure compliance with turn-in requirements. The 99th CS Spt Bn will assist as required.

5. Equipment Documentation: The following documentation is required for mechanical equipment turn-in at the processing location:

APPENDIX 2 (Material Maintenance and Preparation for Turn-In) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

a. DA Form 2765-1:

- (1) Make out to Keystone Processing Activity, Saigon AT88FG, APO SF 96384.
- (2) Item B (Request is From) fillout with Unit name and APO or "Found on Post" as required.
- (3) Item 3(M & S): Put CMC (Comodity Management Code), from SB 700-20, in this block.
- (4) Items 10 thru 12: Insert PAC Code from SB 700-20 in these blocks.
- (5) Item 15 (Unit Ident Code): Enter the UIC or POP as required.
- (6) Items J and K (Unit Price; Total Price) enter prices in these blocks.
- (7) Item M (Item Description): Enter the item description and the serial/USA number in this block.
- (8) Item O (Publication Data): Put in the LHM from now on and the special notation "Keystone Robin", after public announcement has been made. Prior to that, use the special notation.
- (9) Item P (UND): If the item being turned-in is either RICC 1 or 2, indicate the RICC in this block.
- (10) Only one DA Form 2765-1 will be used for each vehicle, generator or heavy QM or Engr item. For small arms up to 25 weapons, serial numbers may be recorded on one DA Form 2765-1.

(11) Example: See Tab A.

b. DA Log Book:

- (1) All forms required by paragraph 4-21, TM 38-750 (TAMMS).
- (2) DA Form 2408-7 (Equipment Transfer Report) will be prepared in accordance with para 4-8, TM 38-750.
  - (a) Leave Ship "To" and "From" blank.
  - (b) Block 4: Enter the serial number.
  - (c) Block 21: Enter:
    - (1) The USA Number of the item.
    - (2) Notation "Keystone Robin", after public announcement has been made.

APPENDIX 2 (Material Maintenance and Preparation for Turn-In) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

(3) DA Form 2408-14 (Uncorrected Fault Record) will list all missing or unserviceable parts to include BILI items. These items will also be listed on paragraph 5 of the USARV Form 563.

(4) Units will reconstitute log books on "Excess" of "Found on Post" equipment.

(5) Example of DA Form 2408-7: See Tab B.

c. USARV Form 562:

(1) Six (6) copies are required.

(2) Units complete items 1-9.

(3) Example: See Tab C.

d. USARV Form 563:

(1) Six (6) copies are required.

(2) Units complete items 1-6.

(3) For "Excess" and "Found on Post" equipment, complete statements in paragraph 2 only. Annotate USARV Form 563 to indicate that the item is "Excess" to "MTOS" or "Found on Post".

(4) When paragraph 6 is completed, a copy of the applicable DD Form 200 (Report of Survey) must be attached.

(5) Not required for COMREL equipment.

(6) Examples: See Tab D.

e. USARV Form 593: This form applies only to turn-in of major assemblies by the DSU. Procedures are outlined in paragraph 7, USARV Reg 750-33.

6. (U) Documentation for Turn-In of Excess Equipment: Only the following documentation is required for turn-in of excess or found on post equipment:

a. DA Form 2765-1.

b. DA Log Book.

APPENDIX 2 (Material Maintenance and Preparation for Turn-In) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

c. USARV Form 563.

4 Incl

1. Tab A
2. Tab B
3. Tab C.
4. Tab D.

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KEYSTONE PROCESSING ACTIVITY, SCS		2d Bn, 47th INF (MECH)	
AT38FG, APO SF 96384		APO SF 96371	
0213-004			
		K 23200771616	
		FA 000001	
PAC CODE 1		M35A2	\$8512 \$8512
	W DGEAA	Truck Cargo 2 1/2 ton 4J2644	1
		X40009	1

TAF A





1. Unit and Present Location		2. Date of Inspection	
3. Federal Stock Number		4. Nomenclature or Description	
5. (a) Make	(b) Model	(c) Serial Number	(d) Registration No
6. Age of End Item	7. Hours/Miles Operated/Rounds Fired (End Item)		8. Missing Major Components
9. (a) Engine Make	(b) Model	(c) Serial Number	
10. Frame Condition	(a) Frame Bends/Cracks		
	(b) No apparent Damage		
11. Overall Condition:	(a) Obviously Salvage due to Fire/Battle damage		
	(b) Damaged/Parts missing		
	(c) Minor Repair		
12. Level-of Repair Required: None/Ord <input type="checkbox"/> DS/GS <input type="checkbox"/> Depot <input type="checkbox"/> PDO <input type="checkbox"/>			
13. Remarks: Use Reverse Side of Form			
14. Inspector:			
RANK/NAME		Organization/APO	Signature
15. Cost Comparison Data:			
		Recommended Disposition	
a. Total Overhaul & Trans Cost	\$ <input type="text"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 2
b. Plus Additive (Cost to Replace Components)	\$ <input type="text"/>	Issue	DS/GS
c. Total Cost (a+b)	\$ <input type="text"/>	<input type="checkbox"/> 4	<input type="checkbox"/> 5
d. Maintenance Expenditure	\$ <input type="text"/>	Ovhl/CONUS	PDO/Local
		<input type="checkbox"/> 6	<input type="checkbox"/> 7
		PDO/CONUS	
Rank, Name, and Organization of Person Completing Block 15			<input type="checkbox"/> 7
			RVNAF
16. Condition Code AR 725-50 (To be filled in by repair facility)			

USARV Form 562 31 Jan 70.

TAB C

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Instructions for Completion of USARV Form 562

The following instructions are applicable only to the inspecting DSU which will complete blocks 1 through 11 as indicated below:

1. Unit designation and APO of owning unit.
2. As stated.
3. FSN of end item. The FSN may have been changed by modification of the item. A truck has had the winch removed, for example, no longer has the FSN that appears on the data plate. The stock number entered in block 3 should apply to the item in its present configuration.
4. Noun nomenclature of end item.
5. As stated.
6. As stated.
7. As stated.
8. A major component is an engine, transmission, transfer case final drive, axle assembly, generator on a generator set or similar item. Engine accessories such as starter motor, water pump, air cleaners, etc., are not major components; such items should be listed in line 5 of USARV Form 563 and DA Form 2408-14.
9. Each engine should be identified on equipment having more than one engine. The engine serial number of tank and artillery engines is not visible without removing the power pack. Power packs will not be removed to obtain the serial number; it will be obtained from DA Form 2408-10.

Item Description:

Instructions for Completion of USARV Form 563

1. Give the complete item description as indicated.
2. The individual executing the certificate will initial appropriate statement. He will print or type N/A in all blocks that do not apply.
3. Statement 1 requires a brief reason of loss/destruction; use-Energy Action, Fire, Unit Move, Found on Post, etc.
4. Statement 3 - If an item is "Found on Post" less BII, type or print in the words "Found on Post, less BII" at the end of the statement and initial.
5. Certification of statements 1 through 5 must be by the commander or the property book officer of the unit turning in the equipment.
6. Certification of statement 6 will be by the duly appointed Survey Officer. A copy of the DD Form 200 appointing a survey officer will be attached. If this statement is not applicable, it will be so annotated by the owning unit commander.
7. Statement 7 will be completed by the maintenance unit conducting the inspection. It will be signed by a commissioned officer. A warrant officer may sign in block 7 only if he commands the unit.
8. Six copies of USARV Form 563 will be prepared.
9. For items that are "Found on Post", complete statements 1 through 3 only; statements 4 through 6 will be annotated N/A. The DSU/GSU will continue to complete statement 7.

APPENDIX 3 (Supply Procedures) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
CPORD 183-70 (U)

1. Purpose: This appendix provides procedures for the phase down of supply support and turn-in of supplies and non-mechanical equipment of all brigade elements standing down.

2. General:

a. Concept of supply support:

(1) Normal supply support through 15 Aug 70.

(2) To facilitate the orderly standdown of the Spt Bn the various classes of supply support by 99th CS Support Battalion will cease as indicated below:

Class I	10 Sep 70
Class II, VII & SSSC	15 Aug 70
Class III	3-Day of last unit (From mobilerefuel pt after 10 Sep 70)
Class IV	15 Aug 70

(3) Support for the above classes of supply will be provided by other activities as set forth in para 3, General Supply Procedures, after closing of the Brigade Supply Point.

b. Cancellation of Requisitions: The Brigade Supply Office will cancel all requisitions for units on the following time schedule. It will not be necessary for units to submit cancellation documents. Once the date below is passed units will close out their document register for each type requisition indicated.

(1) All requisitions other than O2 and Redball, which have been passed out of country and on which shipping status has not been received or which has a EDD of after 1 September, have been cancelled.

(2) All O2 and Redball requisitions passed out of country on which shipping instructions have not been received will be cancelled 30 days prior to units re-deployment day unless otherwise cancelled earlier by requesting unit.

(3) All in-country requisitions other than Redball and O2 priority requisitions will be cancelled 7 days prior to units standdown.

(4) All in-country Redball and O2 priority requisitions will be cancelled upon standdown of submitting unit.

3. (S) General Supply Procedures:

a. Units will cancel immediately all requisitions for items which are non-essential.

APPENDIX 3 (Supply Procedures) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
CPORE 183-70

b. Class I:

(1) Units remaining in their current location will obtain Class I support from the 91st CS Bn (Di An) effective 10 Sep 70.

(2) Units which move to the processing location will, if required to operate a mess facility, obtain Class I support from the Class I point at Di An effective upon their relocation.

(3) Ration requests and signature cards should be submitted to the support facility five (5) days in advance of required issue date.

(4) In order to remove property book accountability for MCI's, basic loads should be turned in to BSO. Operational loads of MCI's will be established. The turn-in of basic loads and requests for operational loads may be effected by a paperwork transfer only, providing like amounts are involved. Excess case lots will be turned in to the Class I activity prior to 10 Sep 70. Cases should be on pallets and banded. Coordination should be made with the Class I activity concerning banding at the Class I site by unit personnel if required.

c. Class II:

(1) Units will request, prior to 15 Aug 70, sufficient Class II (including SSSC) to sustain them through their standdown period.

(2) Turn-in of Supplies:

(a) Effective 20 July units will begin turning in unneeded supplies and equipment to a locally established processing location at the 79th Maintenance Battalion, Long Binh.

(b) Excess TA 50-901 will be turned in to BSO prior to 15 Aug 70.

(c) The provisions of USARV Reg 310-32 are applicable for the turn-in of all non-mechanical supplies and equipment and requests for permission will be submitted to Bde S4 in letter format listing FSN, nomenclature, quantity authorized and quantity desired to turn-in.

(d) All turn-ins to the processing location will be accompanied by a completed DA Form 2765-1 (Request for Issue and Turn In) filled out in accordance with current policy. The "Send To" block (Block A) will be addressed to the KEYSTONE PROCESSING ACTIVITY, SAIGON AT88FG, APO SF 96384. The following blocks must be completed for turn-ins during this period, Block A,B,C,1,3,4,5,6 (if req), 7,8,10,11,12,14,15,J,K,M,N,O and P. See Tab A to Appendix 2 for an example.

(e) Twenty-five (25) serial numbered items may be turned in on one 2765-1 with the serial numbers listed on the back. (See Appendix 2 for further information).

APPENDIX 3 (Supply Procedures) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
OPORD 183-70 (U)

(f) The reverse of the 2765-1's will have the following information and statements:

(1) A certificate that the item has been inspected and has been found to be serviceable or unserviceable.

(2) If the item is unserviceable, that its condition is due to fair wear and tear (FWT), or if not due to FWT, a copy of the report of survey, DD Form 200, establishing relief from accountability will accompany the DA Form 2765-1.

(3) A certificate that the item has been inspected and is free from trash, ammunition and human remains.

(4) The certificates in 1 & 3 will be signed by the PBO, S-4 or Company Commander turning in the property.

(5) Providing sets, kits, or outfits are 85% complete, full credit for the item will be given if only expendable items are missing. This means if more than 15% of the expendable items or any non-expendables (whether documented or not) are missing, the set must be IAR'd on the property book to components and these individual components turned in to the processing location on DA Form 2765-1.

d. Class III: Bulk Class III support will be provided as normal until final brigade elements' departure from Tan An Airfield. After 10 Sep 70 support will be furnished by means of a mobile refuel point.

**APPENDIX 4 (Turn-In of Temporary Loan Equipment) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70.**

1. **Purpose:** This appendix outlines procedures for turning in equipment on temporary loan from USA Depot, Long Binh.

2. **General:**

a. Temporary loan equipment must not be turned in as Keystone assets to the processing location at Long Binh except as outlined in paragraph 4 below.

b. Unit commanders should attempt to turn in all non-essential temporary loan equipment as soon as possible.

3. **Procedures:**

a. Request a Technical Inspection from DSU on Maintenance Request (DA Form 2407).

b. Obtain turn-in document number from the supporting DSU.

c. Prepare and take the following documentation along with the equipment for turn-in at the supporting depot:

(1) DA Form 5-23 (Engineer Equip) or DA Form 461-5 (Vehicles). Condition code is required.

(2) DD Form 1348-1 with turn-in document numbers.

(3) USARV FL 198 and DD 1348-1 on which the material was initially issued.

(4) Equipment Log Book and Equipment Maintenance Record (DA Form 2409), if applicable. Also prepare Equipment Transfer Report (DA Form 2408-7) in accordance with Annex X, USARV Supplement 2 to AR 735-35.

(5) Report of Survey (DD Form 200) is required if equipment is damaged by other than fair wear and tear, according to AR 735-11.

(6) DA Form 2407, if the item requires repair and the DSU is unable to complete the repair.

d. After turn-in, take the 1348-1, USARV FL 198 and the original 1348-1 to the Customer Assistance Officer, Temporary Loan Section of the Stock Control Division, of the USA Depot.

e. Notify USAICCV by indorsement to their FL 3 of the turn-in action to include the USA Depot to which the equipment was returned and the turn-in document number.



APPENDIX 4 (Turn-In of Temporary Loan Equipment) to ANNEX D (Logistics) to  
3D BDE, 9TH INF DIV OPORD 183-70

4. In those cases where temporary loan equipment is required to be used up until the units departure, arrangements may be made with the SMOG to accept equipment at the processing location.

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APPENDIX 5 (Ammunition) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
OPORD 183-70

1. Purpose: The purpose of this appendix is to provide guidance and procedures for the reduction of on-hand ammunition stocks and the subsequent turn-in of the remaining quantities during standdown.

2. Basic Loads: Basic loads will be turned-in through normal Class V channels and operational loads requested. This will be a paperwork transaction for like amounts. Units submit a DA Form 581 listing basic load items on the property book for turn-in to the 3d Ordnance Bn, Long Binh and a separate request for issue of the same quantities as an operational load. At standdown, disposition of remaining assets will be as indicated below.

3. Reduction of On-Hand Stocks: Upon receipt of this plan, unit should make effort to minimize ammunition receipts. To the extent that operational requirements permit, ammunition on hand should be expended in order that the minimum amount is on hand for turn-in. Priority for expending ammunition should be given to that which is not in level "A" pack, small lots and deteriorated boxes.

4. Transfer of Ammunition Stocks: Units will transfer ammunition stocks to other units remaining in their area to the maximum extent possible. All ammunition transferred must be inspected and certified as being serviceable. Surveillance personnel are available on request from the BAO. DA Form 581 will be used to document all transfers and will specifically identify the gaining and losing organization.

(1) For transfer to US units, the DA Form 581 will be signed by the Ammunition Officer of both units.

(2) For transfer to ARVN units, forward copies 1 and 2 to this headquarters, ATTN: S4. The following items will not be transferred to ARVN, but will be turned in to the supporting ASP:

- (a) Allocated items.
- (b) Air munitions of all types.
- (c) Improved ammunition of all types including the following:
  - 1. B574, Ctg 40mm HE, M386.
  - 2. G462, Ctg, 105mm HE, H386.
  - 3. D561, Proj, 155mm HE.
  - 4. G888, Grenade, HD, Frag, M33.

APPENDIX 5 (Ammunition) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
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5. Units should retain sufficient packing material so that all ammunition turned-in or transferred can be properly packed. If possible, ammunition should be replaced in the original pack. If this is not possible, the packing material must be re-marked or at least tagged to describe the DODIC, lot, and quantity of the ammunition contained therein.
6. Ammunition will not be abandoned. Bulk turn-ins of miscellaneous ammunition will be accepted, but must be segregated by type (DODIC) and, to the maximum extent possible, by condition. Ammunition of unknown lot number is considered unserviceable. Unserviceable hazardous ammunition will not be handled but will be disposed of in accordance with existing EOD regulations.
7. Units will coordinate ammunition turn-ins and repacking requirements with the supporting ASP at least 24 hours in advance. Information provided should include estimated quantities of ammunition to be turned-in by DODIC, time that turn-in will be made, requirements for inspection, and requirements for packaging assistance.
8. Cessation of Ammunition Support: Units will no longer receive ammunition support effective with the date of their unit standdown, except for emergencies only.

APPENDIX 7 (Medical) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
183-70

1. Purpose: This appendix provides logistical guidance and procedures for the phasedown of medical supply support and the turn-in of medical supplies of all brigade units standing down.

2. General:

- a. Normal supply support will be provided by BMSO through 31 August 1970.
- b. Emergency requisitions will be processed through BMSO until time of units' move from base camp.
- c. Units standing down will turn in all medical supplies to the Brigade Medical Supply Office for disposition on DA Form 2765-1 (Request for Issue or Turn-In).
- d. On 1 September 1970, BMSO will provide each unit with a kit containing essential medical supplies for use until move to standdown area. Contents of the kits will be as determined by the Brigade Surgeon. All other supplies will be turned in upon receipt of the "emergency" medical kit. Remaining contents of the kits will be turned in to a designated BMSO representative upon arrival at the standdown area.
- e. Units will be serviced by the 11th ACR clearing station and 3-9 Inf aid station at Di An.

3. Responsibilities:

a. Units:

- (1) Turn-in unopened unit supplies (except emergency kits) to BMSO NLT 10 September 1970.
- (2) Cancel immediately all requisitions which are non-essential.
- (3) Destroy opened medical supplies in accordance with AR 40-61 (para 8-4) and submit one copy of DA Form 3161 to BMSO by 10 September 1970.
- (4) Turn-in all excess medical supplies and equipment immediately. Organizational maintenance will be performed on all equipment prior to turn-in to BMSO.
- (5) Turn-in emergency medical kits upon reaching standdown area to the BMSO liaison representative.

APPENDIX 7 (Medical) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
183-70

(c) The 2-60 Inf and 2-47 Inf (Mech) will coordinate with BMSO liaison at standdown area for turn-in of medical supplies after 10 August 1970.

b. Brigade Medical Supply Office:

(1) Turn-in excess medical supplies and equipment immediately to 1/32 Medical Depot in Long Binh.

(2) Turn-in medical supplies from stock on hand and from units by 15 September 1970 to 1/32 Medical Depot in Long Binh using DA Form 2765-1 for documentation.

(3) Provide liaison personnel who will accompany the medical advance party from "C" Company 99th CS Spt Bn on 10 August 1970 to coordinate with 2-60 Inf and 2-47 Inf (Mech) and to receive the emergency medical supply kit from each unit supported by BMSO upon each unit's standdown.

(4) Turn-in components of emergency medical supply kits to 1/32 Medical Depot upon standdown of final unit supported by BMSO.

4. General Supply Procedures:

a. Requisitions and Supply Phasedown Policies:

(1) Requisitions for authorized items for individual units will be filled from stock available prior to 1 September 1970.

(2) All out-of-country requisitions other than O2 priority have been cancelled.

(3) All out-of-country O2 priority requisitions will be cancelled by August 1970.

(4) All in-country requisitions other than O2 priority will be cancelled 7 days prior to standdown of the submitting unit.

(5) All in-country O2 priority requisitions will be cancelled upon standdown of the submitting unit.

b. Turn-in of TOE items:

(1) Units:

(a) Units will turn-in to BMSO all TOE medical items not essential to the mission ASAP. All remaining items will be turned in upon departing base camp. Organizational maintenance will be performed beforehand.

APPENDIX 7 (Medical) to ANNEX D (Logistics) to 3D BLE, 9TH INF DIV OPORD  
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(b) Each item or set will be accompanied by a DA Form 2765-1 (Request for Issue or Turn-In) with appropriate entries and the receipted copy will be used by the unit as documentation for taking the item off their property books.

(2) Brigade Medical Supply Office:

(a) TOE medical equipment will be turned in to 1/32 Medical Depot in Long Binh by BMSO by 15 September 1970.

(b) A technical inspection will be performed by BMSO medical maintenance on all TOE medical items prior to turning them in to 1/32 Medical Depot.

(c) BMSO medical maintenance will prepare any forms required by 1/32 Medical Depot to accompany the 2765-1 for turn-in of medical equipment.

c. Inventories and Reports:

(1) Unit inventory: Each unit will submit an inventory of all on-hand medical items NLT 15 August 1970, indicating FSN, Noun Nomenclature, unit of issue, and quantity on-hand.

(2) Units will submit a report to BMSO showing disposition of inventoried items upon departure for the standdown area.

APPENDIX 8 (Transportation) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

1. Purpose: This annex outlines policy and procedures concerning transportation support during redeployment/inactivation.

2. General:

a. Units will make maximum use of organic vehicles until actual redeployment necessitates preparation of unit vehicles for turn-in.

b. Transportation requirements beyond the capability of the units will be requested through Brigade S4 from S3, 99th CS Spt Bn. Requests must be submitted five (5) days in advance and include the following information:

- (1) Number and type vehicles required.
- (2) Date and time required.
- (3) Date and time vehicles will be released.
- (4) MHE required, if any.
- (5) Items to be shipped.
- (6) Type container (Conex, Crate, etc).
- (7) Estimated weight and cube.

c. Busses will be used for transportation of troops whenever possible. Aircraft/helicopters will not be provided when there are suitable roads between points of departure and destination.

d. Due to the critical shortage of 2½ ton trucks, S&P trucks should be requested whenever practical.

e. Requests for highway clearance for convoys (6 or more vehicles) will be submitted to S4, this headquarters, in accordance with Appendix 5 to Annex D (Logistics) to the 3d Bde, 9th Inf Div Tac SOP. Requests for MP escort should be submitted at the same time.

f. Units will insure that there is sufficient intra-convoy communications to provide adequate control of the movement. Air cover may be requested from S3, this headquarters.

APPENDIX 8 (Transportation) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
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g. DA Forms 1384-2, Transportation Control Movement Document, are required and will be prepared by the unit requesting transportation. The applicable forms will be presented to the 4th Transportation Command drivers when they arrive in the unit.

h. Unit Commanders are responsible for insuring that all vehicles are properly loaded and loads secured to prevent damage or loss of the cargo.

3. Air Transportation:

a. The Honor Guard (94 personnel) will depart Bien Hoa AFB for Fort Lewis Washington on 12 October 1970. Exact schedule of departure and arrival will be announced approximately 72 hours prior to departure, for planning purposes only. A public announcement may not be made until after departure.

b. The aircraft will be a USAF C-141. Maximum personal baggage authorized is 100 lbs per individual.

c. Reports required: "On-Load Contacts". See Appendix 15 of this Annex.

4. Unaccompanied Baggage:

a. Personnel transferred out-of-country:

(1) Shipment of unaccompanied baggage is authorized by normal PCS orders. Six copies plus one additional copy per box/crate are required.

(2) Weight allowances are normal allowances authorized by JTR.

b. Personnel transferred out-of-country after 12 October 1970:

(1) PCS orders must be cut by individual's new unit.

(2) Personnel desiring to ship unaccompanied baggage early must request authority as outlined in paragraph 4d below.

c. Personnel transferred in-country:

(1) Shipment of up to 200 lbs to home of record or other designated place in CONUS, Alaska, Hawaii, or Puerto Rico is authorized by paragraph 2, JTR M8008. Orders will reflect this authority.

(2) Shipment of in-country hold baggage is authorized by the reassignment orders, however, shipments can only be made from the Tan Son Nhut, Long Binh or Di An Hold Baggage facilities.

(3) Personnel transferring in-country desiring to ship unaccompanied baggage to CONUS in excess of 200 lbs must request authority as outlined in paragraph 4d below.



APPENDIX 8 (Transportation) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
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d. Shipment of personal property prior to issuance of orders:

- (1) Reference: Letter, AVBB-SL, same subject, dated 6 July 1970.
- (2) Individuals or units desiring to ship personal property to CONUS as unaccompanied baggage may do so by submitting requests in format outlined in reference letter.
- (3) This headquarters has authority to approve those requests for individuals.

e. Hold Baggage facilities:

- (1) The contract facility at Tan An Airfield will remain open until on or about 16 September 1970.
- (2) CO, 99th CS Spt Bn will operate a branch of the Long Binh Hold Baggage facility at Di An. This branch will open on 1 September 1970 and close on or about 5 October 1970. Hours of operation will be announced. Units may be required to furnish detail personnel to operate or augment this facility as required.

5. (C) Requests for Transportation at Di An:

a. Transportation requirements at Di An will be requested through S4 (Di An 2292 or 2391) from Sgn SUF COM MCC (Di An 2245).

b. Shuttle-bus schedules will be announced.

APPENDIX 9 (Graves Registration Procedures) to ANNEX D (Logistics) to 3D BDE,  
9TH INF DIV OPORD 183-70

1. Purpose: This appendix provides guidance for the transfer of graves registration support for units standing down.

2. Transfer of Responsibilities:

a. Effective 10 September the graves registration point at Tan An Airfield will cease operations.

b. Effective 10 September 1970 graves registration support will be provided by the 483d Field Service Company at Long Binh Post.

3. Search and Recovery: Effective 10 September 1970 all requests for search and recovery operations will be submitted to the supporting GR point at Long Binh, telephone LBN 926 3333/4068.

4. Evacuation: Evacuation of remains will be through medical channels to the servicing GR point or Tan Son Nhut Mortuary. A death certificate must accompany the remains to TSN Mortuary.

APPENDIX 10 (Laundry and Bath Operations) to ANNEX D (Logistics) to 3d BDE,  
9TH INF DIV OPORD 183-70

1. Purpose: This appendix provides procedures for continuous laundry and bath support through standdown of all units.

2. Bath Support:

a. Prior to units move to standdown locations, bath support will be provided by the units concerned.

b. Upon move to standdown location bath support will be provided by the unit at Di An and augmented by QM bath sections from the 266th Supply and Services Bn at Long Binh, as required.

3. Laundry Support:

a. Until five (5) days prior to units move to standdown locations, units may continue to utilize the services of the contract laundry at Tan An Airfield. Contract laundry service will cease four (4) days prior to movement of 99th CS Spt Bn to standdown area.

b. Upon move to the standdown location units will insure that all laundry at Tan An Airfield is retrieved.

c. Laundry support at standdown locations will be provided on an individual basis by contract service with the Cogigo Laundry at Long Binh. Pick-up and delivery will be performed by the Replacement Detachment, 99th CS Spt Bn.

APPENDIX 11 (Personnel Requirements at Processing Location) to ANNEX D  
(Logistics) to 3D BDE, 9TH INF DIV OPOD 183-70

1. Purpose: This appendix outlines specific personnel requirements that the brigade must fulfill.

2. General:

a. All personnel, except the Liaison Officer (LNO), will be under the operational control of the 79th Maintenance Battalion, Long Binh. Rations and quarters will be provided at Long Binh by the maintenance battalion.

b. Subordinate units be prepared to provide these and additional personnel on order.

3. Personnel Requirements:

a. Quantity required:

- 1 Officer - Liaison to USASUPCOM (SGN)
- 1 Officer - Detail OIC
- 2 NCO'S - Detail NCOIC'S
- 9 EM - Small Arms Detail
- 5 EM - COMEL Detail
- 7 EM - QM/CML Detail
- 5 EM - Wash Rack Detail
- 11 EM - Driver Pcol (requires licensed drivers for  $\frac{1}{4}$  through  $2\frac{1}{2}$  ton trucks).
- 5 EM - Extras (to fill in while others are on sick call or other administrative actions).

b. Personnel selected will be permanently detailed and relieved for emergency reasons only. They should be selected from those who will be reassigned in-country and should be of the highest efficiency and character. Personnel with previous Article 15's or Courts-Martial will not be accepted.

c. Reporting dates:

- (1) LNO - Report to ACoFS, SP&O, USASUPCOM (SGN) NLT 280800 Aug 70.
- (2) Detail - Report to CO, 79th Maintenance Battalion, Long Binh, NLT 310800 Aug 70.

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APPENDIX 12 (Final Report of Operational Breakage and Loss) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

1. References: a. AR 735-11.

b. 3d Bde Reg 735-3.

2. Minor non-expendable property which has been damaged or lost through no fault of any individual may be reported on DD Form 200 (Report of Survey) and identified as a Final Report of Operational Breakage and Loss. In accordance with paragraph 2-6b(2) of reference 1a, units or organizations maintaining property books are eligible to submit a Final Report of Operational Breakage and Loss, upon relief of the responsible officer. Accordingly, these reports will be submitted NLT dates indicated below:

5-60 Inf	12 Sep 70
6-31 Inf	19 Sep 70
2-47 Inf (M)	29 Sep 70
2-60 Inf	3 Oct 70
2-4 Arty	28 Sep 70
276 FA	22 Sep 70
39 Cav ACV	5 Sep 70
45 Inf (SD)	2 Sep 70
65 Inf (CT)	2 Sep 70
Co E 75th Inf (Rgr)	29 Sep 70
493 MI Det	30 Sep 70
571 Engr Co	22 Sep 70
56 Sig Co	30 Sep 70
99th CS Spt Bn	3 Oct 70
HHC 3/9 Inf	6 Oct 70
483d MI Flt	6 Oct 70
39th Chem Det	2 Sep 70

3. In accordance with paragraph 2-6c(4) reference 1a above, the following are the total dollar limitations. Reports submitted in excess of this amount may be rejected

<u>TYPE UNIT</u>	<u>MAXIMUM AMOUNT</u>
Infantry Battalion (7-175T)	1000
Infantry Battalion (Mech)	1200
Artillery Battalion	1000
Support Battalion	1200
Separate Company (except HHC 3d Bde)	500
Separate Detachment	100
HHC 3d Bde	500

4. Reports not prepared in accordance with 1b above will be returned without action

APPENDIX 15 (Logistical Reports) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
OPORD 183-70

1. Purpose: This appendix prescribes those logistical reports/actions required of subordinate units. Additional reports may be required, but they will be kept to a minimum.

2. Reports:

<u>DATE(S)</u>	<u>REPORT</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED</u>
ASAP	"On-Load Contacts"	Para 3a(8), ANNEX D	MHC & Bn-sized units	S4
ASAP	AR 711-5 Verification	Para 4a(2), ANNEX D	All units	N/A
10 Jul 70	Unit Inventory	App 1 to ANNEX D	All units	(Completed)
S-Day	Cancel all Requisitions	AR 735-25	All units	BSO or DSU Tech Supply
S-Day	Recordak Disposition Report	Para 3b(5), ANNEX D	99th CSSB	Telephonic USAICCV
5-10-15- 20-25-30 ea month	Equip Turn-In Report	Tab A, this App	All units	S4 (Telephonic)
ASAP, but NLT 5 days after completion of Turn-In	Unit Disposition Rept	App 1 to ANNEX D	All units	S4
ASAP, but NLT 5 days after completion of Turn-In	Unit Property Books and Supporting Files	Para 2a(4), ANNEX D	All units	S4
27 Sep 70	DSU's Cancel AAC's	Para 4b(5), ANNEX F, USARV OPLAN 183-70 (U)	99th CSSB	USAICCV ATTN: SM- OD
As Req	Equipment Transfer Report	Para 5b(2), App 2 to ANNEX D	All units	Processing Location

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APPENDIX 15 (Logistical Reports) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV  
 OFORD 183-70

<u>DATE(S)</u>	<u>REPORT</u>	<u>REFERENCE</u>	<u>SUBMITTED BY</u>	<u>SUBMITTED TO</u>
As Req	DD Form 200	AR 735-11	All units	S4

1 Incl  
 TAB A - Equip Turn-In Rept

TAB A (Equipment Turn-In Report) to APPENDIX 15 (Logistical Reports) to ANNEX D (Logistics) to 3D BEE, 9TH INF DIV GPOD 183-70

EQUIPMENT TURN-IN REPORT

1. Frequency: Submitted to S4, this headquarters, telephonically on the 5th, 10th, 15th, 20th, 25th and 30th of each month.

2. Format:

<u>Line</u>	(a) <u>Qty Turned In</u> <u>as of Last Rept</u>	(b) <u>Qty Turned In</u> <u>this 5-day Pd</u>	(c) <u>Total Qty</u> <u>Turned In</u>
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Wheel Vehicles:

1.  $\frac{1}{2}$  ton trk
2.  $\frac{3}{4}$  ton trk
3.  $2\frac{1}{2}$  ton trk
4. 5 ton trk

Track Vehicles:

5. M113A1
  6. M548, M578, M88
- or Engr track veh.

Weapons:

7. M16A1
8. M1911A1
9. M79
10. M60 or 50 Cal MG
11. Ral Rifles
12. Mortars

COMMEI:

13. Night Vision Sights (all)
14. AN/VRC 12 Series (vehicular mtd)
15. AN/PRC-25
16. AN/PRC-77
17. AN/PRC-74

Generators:

18. Under 5KW
19. 5KW and over



TAB E (Post, Camp, and Station Equipment Turn-In) to Appendix 15 (Logistical Reports) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70

Post, Camp, and Station Equipment Turn-In Report

1. Frequency: Submitted to S-4, this headquarters, telephonically NLT 1200 hrs each Saturday.

2. Format:

(A)

(B)

Line

Quantity turned-in as of  
reporting date

Percent Complete

Carrison Mess Equip:

(1) Chairs

(2) Tables

Billeting Equip:

(3) Bed, metal folding

(4) Mattress, cotton

Office Equip:

(5) Desks

(6) Filing Cabinets

Other:

(7) Foot lockers

(8) Wall lockers

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TAB C (Final Report of TOE and PCS Property Turn-In) to Appendix 15 (Logistical Reports) to Annex D (Logistics) to 3d Bde, 9th Inf Div OPORD 183-70

1. units will submit to S-4, this headquarters, a telephonic report when they have made a 100% turn-in of TOE Property and a 100% turn-in of PCS Property, respectively.

2. Di An numbers for Brigade S-4 are 2292 and 2391.

APPENDIX 18 (Organization and Operation of the Processing Location) to ANNEX (D)  
(Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70 (U).

1. Purpose: This appendix outlines the organization of the processing location and describes the procedure to be followed when turning in equipment.

2. General:

a. The processing locations at Long Binh are located on Bradley Avenue and are operated by the 79th Maintenance Battalion (GS).

b. A diagram of the commel, weapons, and multi-item processing location is at TAB A.

c. A diagram of the vehicle, trailer, and engineer equipment processing location is at TAB B.

3. Procedure:

a. After 18 August turn-in of equipment will be limited and all turn-ins must be scheduled in advance through Brigade S-4.

b. After 1 September elements of the Brigade will be following the printed schedule as closely as possible. It will still be necessary for units to report to the Brigade S-4 projected turn-ins on a daily basis so that slack and overload days can be prevented.

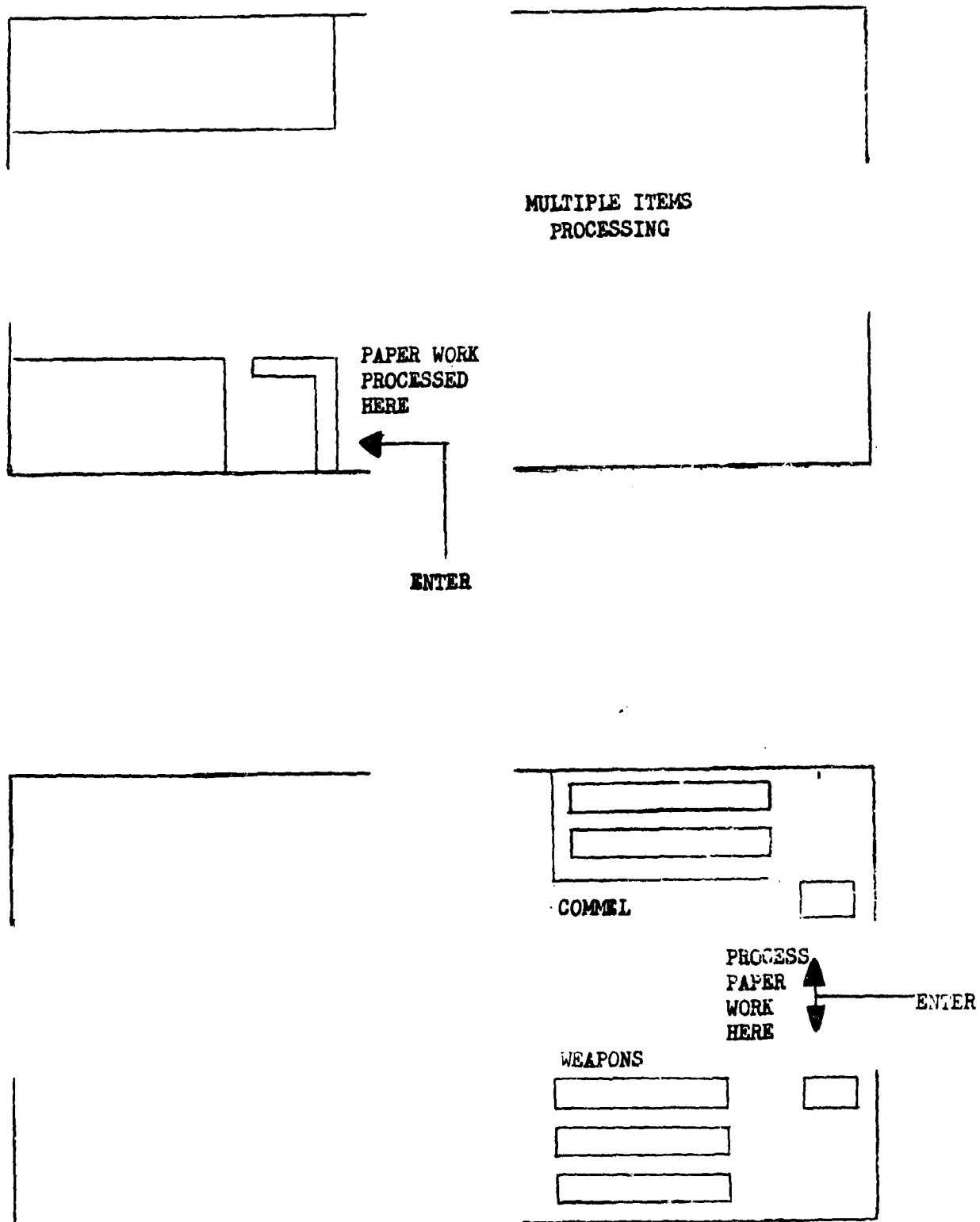
c. Before entering the processing area, check all paper work to insure the correct number of appropriate forms are present and that all paper work is properly filled out.

d. Equipment sent to Long Binh should be accompanied at all times by a responsible representative of the unit who is knowledgeable of the turn-in procedure and is familiar with the paper work.

e. Vehicles, trailers, generators and weapons should be pre-cleaned before being transported to the processing location. This procedure will save valuable time and help insure a successful turn-in.

f. Problems arising at either location should immediately be brought to the attention of the PL LNO, CPT Aquillerra.

TAB A (Multi-item Processing Location) to Appendix 18 (Organization and  
 Operation of the Processing Location) to ANNEX D (Logistics) to 3D BDE,  
 9TH INF DIV OPRD 133-70

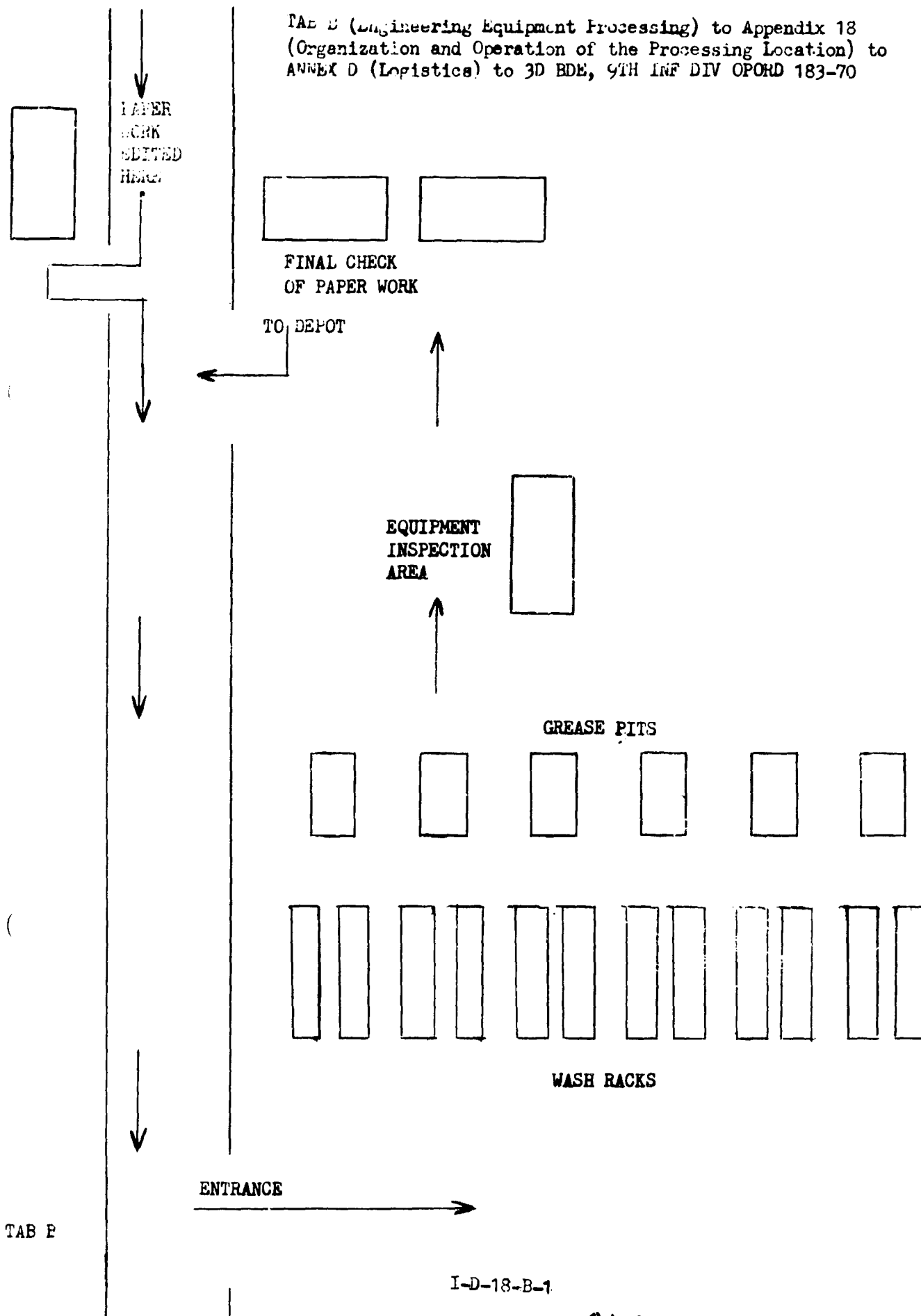


TAB A

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TAB E (Engineering Equipment Processing) to Appendix 18  
(Organization and Operation of the Processing Location) to  
ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD 183-70



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APPENDIX 20 (References) to ANNEX D (Logistics) to 3D BDE, 9TH INF DIV OPORD  
183-70

1. Purpose: This appendix lists pertinent logistical references concerning actions required by this annex.

2. References:

a. AR's, SB's and TM's:

- (1) AR 711-5 - Army Equipment Status Reporting.
- (2) AR 711-16 - DSU Stock Control and Supply Procedures.
- (3) AR 735-11 - Accounting for Lost Damaged and Destroyed Property.
- (4) AR 735-35 - Supply Procedures.
- (5) AR 750-8 - Command Maintenance Management Inspections.
- (6) SB 700-20 - Army Adopted Items of Materiel.
- (7) TM 38-750 - (TAMMS)
- (8) Appropriate Equipment Technical Manuals.

b. Pertinent OPLANS/OPORD's:

- (1) USARV OPLAN 183-70 (U)
- (2) IIFORCEV OPLAN 183-69 (U)
- (3) USASUPCOM, SAIGON OPORD 3-70 (U)

c. USARV Regulations:

- (1) USARV Reg 55-2 - Processing and Shipment of Household Goods and Baggage.
- (2) USARV Reg 55-10 - Highway Traffic Regulation (C1)
- (3) USARV Reg 310-32 - Turn-In of Unneeded TOE/MTOE Equipment and Personnel.
- (4) USARV Reg 700-7 - Ammunition.
- (5) USARV Reg 700-20 - Temporary Loan of Equipment (C1)
- (6) USARV Reg 700-26 - Disposal of Excess Real Property and Related Property.
- (7) USARV Reg 711-5 - Army Equipment Status Reporting.
- (8) USARV Reg 725-12 - Assignment and Use of Activity Address Codes.

APPENDIX 20 (References) to ANNEX D (Logistics) to 3D RDE, 9TH INF DIV OFORD  
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- (9) USARV Reg 735-27 - Transfer, Accounting and Disposal of Real Property .
- (10) USARV Reg 742-1 - Surveillance of Ammunition (C1).
- (11) USARV Reg 750-3 - Organizational Maintenance.
- (12) USARV Reg 750-5 - Maintenance Procedures for CBR Equipment (C1).
- (13) USARV Reg 750-29 - Preparation of DA Form 5-23 (Item Data Sheet for Engineer Equipment).
- (14) USARV Reg 750-33 - Special Criteria for Retrograde of Army Materiel (SCRAM).

d. USARV Supplements:

- (1) USARV SUPPL 2 to AR 735-35.
- (2) USARV SUPPL 1 to AR 750-8.

4 August 1970

ANNEX E (SIGNAL) to 3d Bde 9th Inf Div OPORD 183-70

1. SITUATION.

a. General. The phased redeployment/inactivation of the 3d Bde 9th Inf Div will result in a gradual decrease in communications-electronics support requirements throughout the Brigade TAOI.

b. Enemy Forces.

(1) See Basic Order.

(2) VC/NVA forces have the capability to intercept friendly transmissions and perform initiative communications deception (ICD). Communications sites will be more vulnerable to enemy attack as protective forces are withdrawn and redeployed.

c. Friendly Forces.

(1) See Basic Order.

(2) Appendix 2 (Non Brigade C-E Support) to Annex E (Signal) to 3d Bde 9th Inf Div OPORD 183-70 (U).

2. (S) MISSION.

3d Bde 9th Inf Div provides and coordinates continuous C-E support during the phased redeployment/inactivation of brigade units; maintains the capability of responding quickly to a resumption of combat operations.

3. (S) EXECUTION.

a. Concept of Operation.

(1) Subordinate commands with an organic communications capability will be responsible for maintaining command and control communications within their command throughout the redeployment phase until subordinate units close to the standdown location at Di An.

(2) Brigade to battalion VHF systems will be phased out as battalions move to Di An. Brigade signal center at Tan An Main Base Camp will close on 8 September 1970, at which time essential telephone and teletype communications support will be provided by non-brigade signal units. Mission essential support required will be requested through this headquarters, ATTN: Bde Sig O.

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**ANNEX E (SIGNAL) to 3d Bde 9th Inf Div OPORD 183-70**

(3) COMSEC material will be disposed of IAW Appendix 1 of this Annex. COMSEC Newsletters will be distributed to give specific details of assistance available from Brigade CLSS, and for turn in procedures.

b. 5th Bn 60th Inf, 6th Bn 31st Inf, 2d Bn 47th Inf, 2d Bn 60th Inf, 2d Bn 4th Arty, 99th GSSB, 571st Eng Co, E Co 75th Inf, 39th Cav:

(1) Continue to provide internal command and control communications until closing at standdown location at Di An.

(2) Continue to terminate brigade telephone and teletype circuits as required and operate in brigade radio nets as required until closing at Di An.

(3) Be prepared to provide communications in support of renewed combat operations.

c. 56th Signal Company:

(1) Continue to provide internal communications for the Brigade Command Post at Di An NLT 6 September 1970.

(2) Continue to provide internal communications for HQ 3d Bde 9th Inf Div until 8 September 1970.

(3) Maintain AN/GRC-163 system between Nhon Trach and Bearcat until 2d Bn 47th Inf standdown date.

(4) Install one AN/GRC-163 system between Di An and Nhon Trach, 2/47th Inf, effective 8 September 1970.

(5) Install one AN/GRC-142 system (RATT) between Di An and 2/47th Inf at Nhon Trach, effective 8 September 1970.

(6) Continue to provide command and control communications from brigade to major subordinate units until latter units standdown.

(7) Be prepared to reinstall the brigade communications system in case of renewed combat operations.

d. Coordinating Instructions.

(1) USARV support during redeployment phase: See ANNEX G (Communications-Electronics) to USARV OPLAN 183-70 and ANNEX G (Communications-Electronics) to II FFORCEV OPLAN 183-69.

(2) Wire

(a) Circuit routing and telephone support. See Tab A, Appendix 2.

(b) Cable diagram and records will be turned over with base camps.

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ANNEX E (SIGNAL ) to 3d Bde 9th Inf Div OPORD 183-70

(3) Radio.

(a) Brigade FM radio nets will operate as normal until last battalion stands down. Brigade NESTOR Utilisation Plan will be in effect.

(b) Units will use organic radios during move to Di An.

(c) Instances of apparent radio jamming and/or imitative communications deception will be reported immediately in accordance with 25th Inf Div SSI Items 65-2 and 66-1, respectively.

(4) Radio Relay.

(a) Standard VHF support will be provided between brigade and each battalion until that battalion stands down.

(b) Radio Relay support at Di An. Appendix 2.

(5) Messenger Service. 56th Sig Co will provide vehicle messenger service at Di An up to its standdown date of 22 September 1970. Service after that date must be provided by each respective unit.

(6) Courier.

(a) Courier service will be provided on call until 8 September 1970. Requests for courier service will be submitted to Brigade S-3 Air 12 hours in advance of desired time.

(b) Daily AG flights to 2d Bn 60th Inf and 2d Bn 47th Inf will continue from Tan An Airfield as long as required.

4. (U) ADMINISTRATION AND LOGISTICS.

a. Administration. See ANNEX J (Personnel and Administration).

b. Logistics.

(1) See ANNEX D (Logistics).

(2) All radio and NESTOR vehicular installation kits (mounts) will be removed and turned in through normal supply channels.

5. (U) COMMAND AND SIGNAL.

a. Current Brigade SOI and 25th Inf Div SSI in effect.

b. Command Posts. See Basic Order.

ANNEX E (STGVAL) to 3d Bde 9th Inf Biv GPOED 183-70 (U)

Acknowledge:

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COL

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APPENDICES:

1. COMSEC Disposition.
2. Non Brigade C-E Support.

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**Appendix A (COMSEC Disposition) to Annex 3 (Signal) to 3d Bde 9th Inf Div OPORD 183-70**

**1. SITUATION.**

a. **Enemy Forces.** See Basic Order and Annex 3 (Signal) to 3d Bde 9th Inf Div OPORD 183-70.

b. **Friendly Forces.** See Basic Order and Task Organization.

**2. MISSION.**

Turn-in of COMSEC material in such a manner as to insure secure means of communications to all operating elements of the brigade and to insure the safeguarding of COMSEC equipment during redeployment/inactivation of brigade elements.

**3. EXECUTION.**

a. **Concept of Operation.**

(1) All holders of COMSEC material will transfer/turn-in appropriate equipment and files to the 3d Bde 9th Inf Div CLSS on unit's standdown date. Material required for movement to standdown location at Di An will be hand receipted back to unit and turned in to CLSS representation at Di An.

(2) Units requiring NESTOR vehicular installation kits (mounts) for movement to Di An will submit requirements to Bde Sig O NLT 10 August 1970.

(3) Units will insure COMSEC Custodians are formally relieved from responsibility for accounts prior to completion of outprocessing.

(4) All COMSEC equipment will be transported IAW 3d Bde 9th Inf Div Conf. Msg DTG 180135Z Jun 70, Subject: Transportation of COMSEC Material.

b. **Coordinating Instructions.**

(1) Brigade CLSS will be located at Tan An Main Base Camp until 10 September 1970 at which time it will be relocated at the 3d Bde 9th Inf Div CP at Di An.

(2) **COMSEC Sub Accounts.**

(a) All material carried on Possession Reports and Transfers will be transferred to the Brigade CLSS. Transfers will be completed IAW AR 380-41, para 7-3.

(b) All sub accounts will conduct an inventory of all COMSEC material IAW AR 380-41, para 7-6 b(3) on 10 August 1970. Reports will be submitted to Brigade CLSS NLT 13 August 70.

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~~Annex A~~ (Disposition) to Annex E (Signal) to 3d Bde 9th Inf  
in 1972 103-2

(c) All sub accounts will be inspected by Brigade CLSS representatives during the period 10-15 August 1970. All records must be double checked for accuracy prior to the inspection to insure that a complete evaluation of the account can be made.

(3) Preparation/Turn-in of Equipment.

- (a) Log books must be turned in with equipment.
- (b) All equipment must be thoroughly cleaned.
- (c) All inoperable equipment will be marked to facilitate repair.
- (d) Damaged equipment will be accompanied by a letter explaining how damage occurred.
- (e) KW-7's must have dummy plugs, all cables, keys to open KWX-10 and operator's tools.
- (f) KW-8's must have X-mode cables and power cables.
- (g) KY-38's must have interconnection cables to radio.
- (h) HYP-2 must have power input and power output cables.
- (i) Equipment carrying cases and other non accountable items and excess items will be turned in.
- (j) All operators manuals KAO-83D, KAO-101D, KAO 129B, and TM 11-5810-247-10 (small card with HYL-3) will be turned in with equipment. KAOs will be page checked IAW AR 380-40, para 3-3c prior to turn in.
- (k) All superceded keying material will be destroyed IAW 380-40, para 4-13 and 380-41, para 7-6b(2). Destruction reports will be submitted to Brigade CLSS with Transfer Reports. Effective keying material will be turned in to Brigade CLSS. Keying material needed for movement to Di An will be handreceipted back to unit and turned in to CLSS representative at Di An.

(4) Disposition of COMSEC Files.

(a) The following files will be turned in to the Brigade CLSS at the time of transfer:

- 504-01 Classified Document Report
- 504-02 COMSEC Supply Correspondence Files
- 504-03 Item Register File (DA 2008, 2009, 2011)
- 504-05 Accounting Report File (Transfers)
- 504-05 Accounting Report File (Relief from Accountability)
- 504-05 Accounting Report File (Destruction)

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Appendix 1 (COMSEC Disposition) to Annex E (Signal) to 3d Bde 9th Inf  
Div OPORD 183-70

- 504-05 Accounting Report File (Possession)
- 504-06 Visitor Register Files
- 504-10 Compromized or Lost Material Investigations
- 504-11 Encrypted Traffic Report (DA Form 1997)

(b) All other files will be disposed of IAW unit record disposition instructions.

(c) KAL 55B, plastic wheel grid for CIRCE numeral code/authentication tables will be turned in to CLSS with files.

(5) Brigade COMSEC Custodian.

(a) Brigade COMSEC Account 5CVO21 will be closed NLT 1 Oct 1970.

(b) Formal release from accountability will be provided subordinate unit COMSEC Custodians within 24 hours of closing unit accounts.

4. ADMINISTRATION AND LOGISTICS. Omitted.

5. COMMAND AND SIGNAL. Omitted.

Appendix 2 (Non Brigade C-E Support) to Annex E (Signal) to 3d Bde 9th Inf Div OPOD 183-70 (U)

1. (S) SITUATION.

a. General. As the 3d Bde 9th Inf Div prepares for standdown and commences standdown operations, non brigade elements will gradually provide non tactical communications support for the brigade.

b. Enemy Forces. See Basic Order and Annex E (Signal) to OPOD 183-70 (U).

c. Friendly Forces.

(1) See Basic Order.

(2) 2d Signal Group of 1st Signal Brigade provides communications support at Tan An Airfield Base Camp, Di An Base Camp and Bearcat Base Camp as indicated in this appendix.

d. Assumptions.

(1) Communications circuits to higher headquarters not normally available to the brigade will be required during standdown operations.

(2) Brigade elements will have a reduced requirement for telephones during the standdown period.

2. (S) MISSION. 3d Bde 9th Inf Div provides continuous C-E support during the phased redeployment/inactivation of brigade units in coordination with communications to be provided by the 2d Signal Group of 1st Sig Bde. 3d Bde 9th Inf Div maintains capability of responding quickly to a resumption of combat operations.

3. (S) EXECUTION.

a. Concept of Operation.

(1) 535th Sig Co, 86th Sig Bn will provide telephone and teletype support for 3d Bde 9th Inf Div elements remaining at Tan An Airfield Base Camp effective 8 September 1970.

(2) 595th Sig Co, 36th Sig Bn will provide telephone and teletype support for 3d Bde 9th Inf Div elements at Di An Base Camp as brigade elements move into Di An Base Camp.

(3) 67th Signal Det, 2d Signal Group will provide telephone and teletype support for 2d Bn 47th Inf (Mech) at Bearcat Base Camp effective 22 September 1970.

(4) Telephone routing is available as shown in Tab A to this appendix.

Appendix 2 (Non Brigade C-E Support) to Annex 3 (Signal) to 3d Bde 9th  
Inf Div OPORD 183-70

b. Coordinating Instructions.

(1) Requests for installation of telephones at Di An will be submitted to the Brigade Installation Coordinator at Di An who in turn will submit requests to CO, 595th Sig Co. Requests should be submitted two (2) weeks in advance when possible.

(2) Sig O, 2d Bn 47th Inf (Mech) will submit requests for telephone installations at Bearcat to CO, 87th Sig Det at Bearcat. Requests should be submitted two (2) weeks in advance when possible.

(3) Sig O, 99th CSSE will coordinate telephone installations at Tan An Airfield Base Camp with NCOIC of 535th Sig Co elements located at Long An Sector Hqs.

(4) Sig O's/Installation Coordinators at Di An, Bearcat and Tan An Airfield Base Camps will notify supporting signal elements when support is no longer required.

4. ADMINISTRATION AND LOGISTICS. Omitted.

5. COMMAND AND SIGNAL. Omitted.

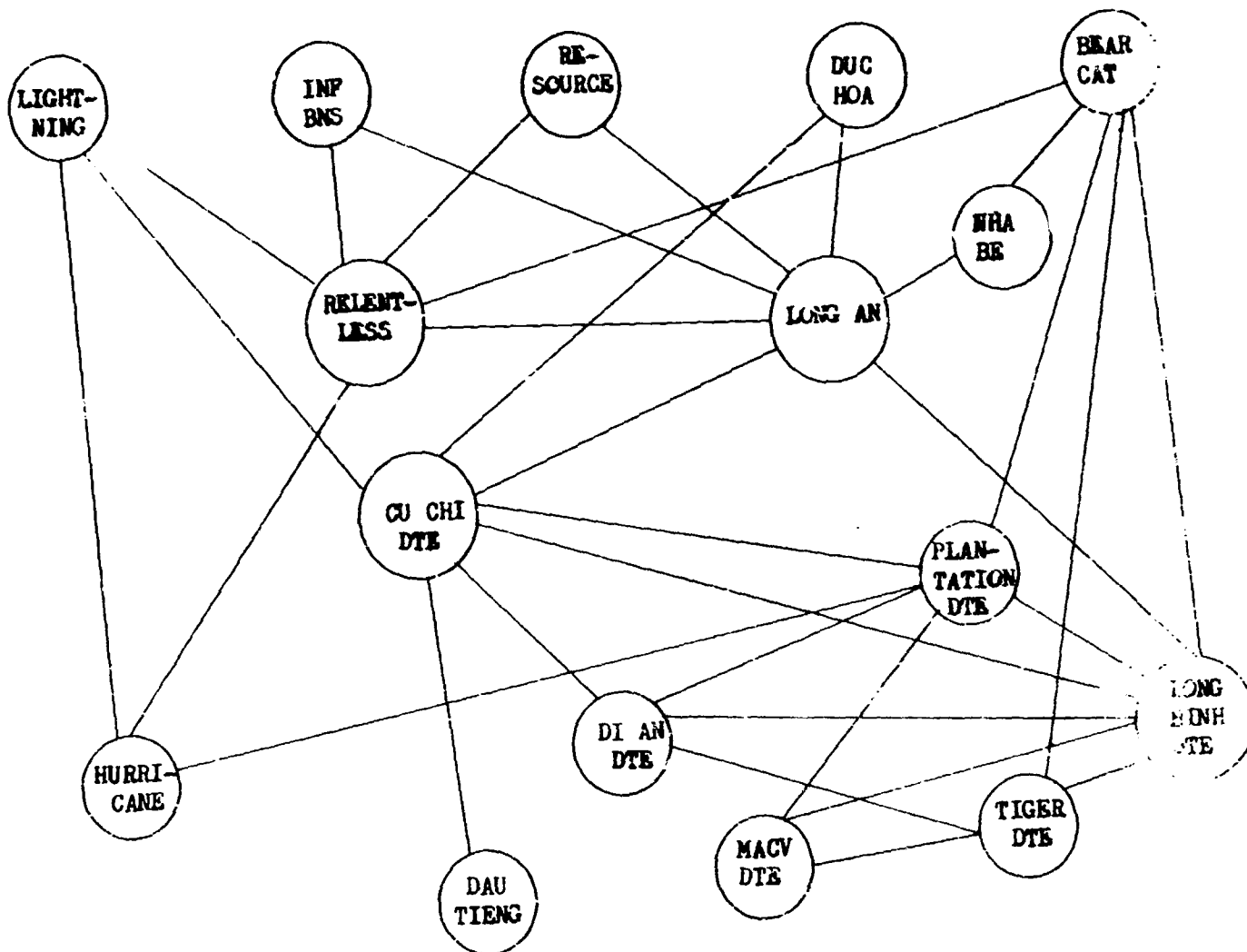
TAB

A. Telephone Traffic Diagram

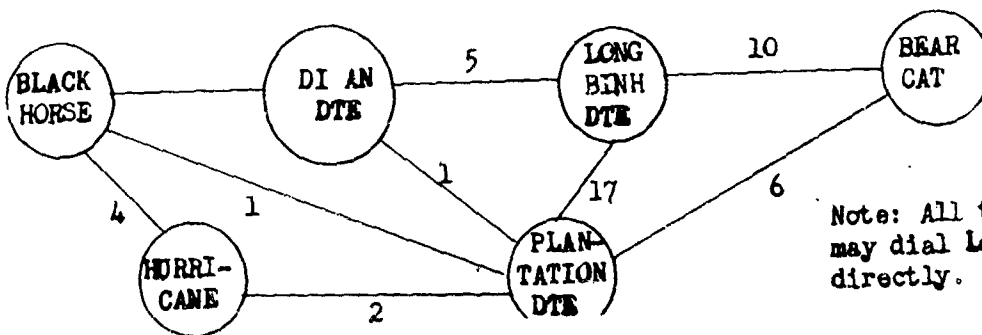


Tab A (Telephone Traffic Diagram) to Appendix 2 (Non Brigade C-E Support)  
to 3d Bde 9th Inf Div OPORD 183-70

1. Telephone Routing from Long An Province.



2. Telephone Routing from Di An.



Note: All telephones at Di An may dial Long Binh numbers directly.

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4 Aug 1970

Annex F (Engineer) to 3d Bde, 9th Inf Div OPORD 183-70

1. PURPOSE

This annex provides guidance for handling engineer combat and combat service support to Brigade elements prior to and during standdown.

2. GENERAL

a. Normal combat support will continue to be provided to maneuver elements until standdown. For units operating in the western TAOI, support will be provided on a mission basis. One fully equipped combat squad will remain collocated with the 2-47 Inf Bn (Mech) CP in Nhon Trach District.

b. Small boat operations will continue as directed.

c. Organic engineer company will support base camp closures with minefield removal/turnover and equipment for site leveling.

d. Maintenance on MSR207 will continue.

e. Remaining work on Phase II of Long An Secondary Road Program will be completed.

f. The 3d Bde, 9th Inf Div Memorial Park will be completed by 1 Sep 70.

g. Complete as much work as possible on the #5 priority road of Phase III of the Long An Secondary Road Program.

h. Provide maintenance support for other roads within the TAOI as required

Acknowledge

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4 Aug 1970

Annex G (Real Estate) to 3d Bde, 9th Inf Div OPORD 183-70

1. PURPOSE

This annex provides guidance for upgrading ARVN/GVN forces by turning over bases as Brigade units vacate, and for preventing enemy use of materials from bases not turned over by complete demolition and sanitation.

2. GENERAL

a. Base camps and fire support bases are classified into two categories, major and minor bases. Disposal of either type may be by turnover, demolition, or a combination of methods.

b. The responsibility for disposal of minor bases rests with the senior commander at the installation. Procedures for minor bases are listed in Appendix 1.

c. Three major bases are identified at this time. They are Tan An Main (TAM), Tan An Airfield (TAAF), and Camp Keaton. Method of disposal of these installations will be announced by Brigade. Prior to turnover/ demolition, units will clear the maximum number of buildings by departure and consolidation at Tan An Main and Tan An Airfield. The Headquarters Commandant, HHC, and the CO, 99th CSSB, will schedule building turnback inventories with PA&E based upon their draw down plans. No self-help construction, including interior partitions, or utilities will be removed or tampered with. It is the responsibility of the unit commanders to insure that buildings and facilities under their control are left intact. Upon turnback to PA&E, the designated responsible individual at each installation assumes responsibility for the internal facilities security, and coordinates continuous base camp defense. This security and defense responsibility will remain until turnover is complete or other forces relieve the Brigade unit.

d. The prevention of unauthorized removal of self-help construction and utilities is of primary concern. Unit commanders must anticipate that US units, GVN units, and civilians will attempt to obtain materials and utilities from vacated buildings. Prevention of damage is critical to the orderly disposition of the base camps.

e. Dates of turnovers will be announced.

f. Headquarters Commandant, HHC, 3d Bde will transfer Tan An Major Base to Long An Sector.

g. CO, 6-31 Inf Bn will turnover FSB Chamberlain Minor Base to Hau Nghia Sector and Camp Keaton Major Base to 50th ARVN Regiment.

h. CO, 5-60th Inf Bn will turnover Binh Phuoc Minor Base to 50th ARVN Regiment.

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Annex G (Real Estate) to 3d Bde, 9th Inf Div OPOD 183-70

i. CO, 2-47 Inf Bn (Mech) will demolish and sanitize FSB Julie.

j. CO, 99th CSSB will turnover Tan An Airfield Major Base to Long Binh Sector and Ben Luc Minor Base to 50th ARVN Regiment.

k. Disposition of station property at major bases will be announced. Station property at minor bases will be turned in IAW instructions in this OPOD.

l. Security forces will provide telephones and switchboards to be used with existing perimeter defense wire lines, and radios to back-up wire communications and fire support.

m. Responsibility for base camp internal and external security will revert to designated units if turnover of major bases cannot be accomplished prior to departure of current tenant units.

Acknowledge

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Appendix 1 - Minor Bases

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Appendix 1 (Minor Bases) to Annex G (Real Estate) to 3d Bde, 9th Inf Div OPORD 183-70

1. The disposition of minor bases will be announced by Brigade. No real property or facilities will be removed without Brigade permission. All organization and station property required by US forces will be recovered.
2. If turnover to RVNAF units is directed, the Senior Commander at the installation will coordinate an efficient turnover with the relieving RVNAF unit identified by Brigade.
3. If no local agency desires to takeover the excess facility, the base Senior Commander is responsible to insure all usable materials are removed from the area or destroyed, and the site leveled. If destruction is directed it will be accomplished immediately after the unit's standown date.
4. If the facility is not turned over intact to a RVNAF unit, removal of excess material from the site for use in RF/PF or ARVN compounds, by local GVN agencies, or local communities is permitted. However, such removal must be carefully controlled, and must be conducted under the supervision of responsible RVNAF/GVN authorities. No material can be allowed to fall into enemy hands.
5. Within 24 hours after completion of the turnover or closure, a report will be delivered to Brigade (ATTN: AVBB-BE) giving the following information:
  - a. Date turnover accomplished or destruction completed.
  - b. Disposition of property categorized as follows:
    - (1) Property recovered by US forces (example: 15 single walled live-in bunkers and 4 one story administrative buildings were salvaged by the 23d Engineer Battalion for their use).
    - (2) Property abandoned for use by RVNAF units or local village (example: the 421 RF Company occupied the facility. 32 single wall field bunkers, 14 administrative buildings of field type construction, a mess hall, and three perimeter bunkers were taken over by the unit. Two field type construction administrative buildings were removed for use by the 219th PF Platoon at their camp at Ben Luc. Scrap lumber was collected by the people of Trun Hung Village under the supervision of the District Chief for use in a public assembly area).
    - (3) Property destroyed (example: remaining scrap lumber was destroyed by burning).

ANNEX H (PSYOP/Civil Affairs/ Kit Carson Scouts) to 3d Bde, 9th Inf Div OPORD 183-70

1. SITUATION

a. Enemy Forces. Current INTSUM.

b. Friendly Forces.

(1) 6th PSYOPS.

(2) "B" Flight, 9th Special Operations Squadron.

2. MISSION. 3d Bde, 9th Inf Div will plan and execute a PSYOP/CA/KCS program in support of redeployment.

3. EXECUTION.

a. Concept of operation.

(1) The 3d Bde, 9th Inf Div will conduct a PSYOPS campaign in two phases.

Phase I: From announcement of redeployment, a gradual program will be initiated, building to the official news release. The first two weeks will be used to lay a framework for the news release. The topics for use will provide a background for the announcement of redeployment.

Phase II: With official news release of redeployment, the general theme will change to include the turnover of responsibility to GVN forces through use of the following concepts: Growing strength of GVN forces and their expanded operations, declining strength of VC/NVA units and the increased ability of local government units (Regional Forces and Popular Forces, National Police, PSDF) to provide security for Hamlets within the AO. The primary target audience for redeployment themes will be the local populace. Distribution media will include face-to-face communications, ground missions employing tapes and leaflets, and aerial loudspeaker broadcasts and leaflet drops. The campaign will be conducted by ground teams from 6th PSYOPS Battalion, organic aircraft, battalion MEDCAP teams, Sector G5 and the Vietnamese Information Service.

(2) The brigade civic action projects presently consist of providing aid and technical assistance to local projects. The burden of civic action projects will continue to be carried by GVN. Currently, the only major civic action projects under way by brigade S5 are the school desk program which is a self-help project that the Vietnamese are responsible for completing and the Memorial Playground Project in Tan An which should be completed by September.

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Annex H (PSYOPS/Civil Affairs/Kit Carson Scouts) to 3d Bde, 9th Inf Div OPORD 183-70

A final civic action project will be the establishment of collection points at the battalion base camps and at Tan An Main/Airfield in which the troops can deposit any personal accessories that they do not wish to take with them. These donations will be given to Sector G5 for distribution to the populace through civic action projects.

(3) Units will maintain control of their KCS until standdown. Scouts will be transported to Di An by the using unit. On the third day of standdown, KCS and records will be turned over to the Brigade KCS Officer at Di An. Brigade KCS Officer will require assistance of battalion S5 or his representative who is familiar with scouts. At this time scouts will be turned over to their new units or released from the KCS program.

(4) Coordination has been made to obtain assistance from II FFORCEV and Saigon GPO.

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4 August 1970

Annex I (Reports) to 3d Bde, 9th Inf Div OPORD 183-70

1. Redeployment Reports will be submitted by Brigade as follows:

TO: USARV

INFO: II FFORCEV

INFO: 25TH INFANTRY DIVISION

2. S-1 Reports:

a. Personnel Availability Report - Submitted IAW DEROS criteria and USARV suspense.

b. Final Awards Report - due NLT 10 Oct 1970.

c. Army Medical Department Activities Report - due NLT 2 Oct 1970.

3. S-3 Reports.

a. Standdown Report - 21 July 1970 (Complete)

b. Ensure Equipment - 30 July 1970 (Complete)

c. Combat Unit Relief Report - due 19 Aug 1970.

d. Departure Report - due 12 Oct 1970.

e. Redeployment Readiness Report - due 2 Oct 1970.

f. After Action Report - due 12 Oct 1970.

4. S-4 Reports.

a. Unit Inventory - 10 July 1970 (Completed)

b. Recordak - Standdown date.

c. Cancellation of Activity Address Code - 27 Sept 1970.

d. On Load Contracts - ASAP after 1 July 1970.

e. Reports of Survey - as required.

f. Cancellation of Requisitions - standdown date.

g. Out of Country except Red Ball - 1 July 1970.

h. Out of Country Red Ball No Shipping Status - units redeployment date - 30

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Annex I (Reports) to 3d Bde, 9th Inf Div OPORD 183-70

1. In Country Red Ball - Standdown - 7
- j. Unit Disposition Report - Zeroing of property book + 5
5. S-5 Reports.
  - a. Impact of Redeployment - 10 July 1970 (Completed)
  - b. Status of Civil Action Projects - 10 July 1970 (Completed)
  - c. Status of Kit Carson Program - 15 July 1970 (Completed)
  - d. Status of Psyop Equipment - 15 July 1970 (Completed)
6. Historical Reports:
  - a. Final ORLL - 8 Sept 1970.
  - b. Senior Officers Debriefing Report - 28 Sept 1970.

ACKNOWLEDGE:

WILLIAMS  
COL

OFFICIAL:

*Joe*

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ANNEX J (PERSONNEL AND ADMINISTRATION) TO 3D BDE, 9TH INF DIV OPERATION  
ORDER 183-70

1. References: Appendix 1.

2. General: The following are the personnel redeployment objectives of the 3d Bde, 9th Inf Div.

- a. To maintain unit strength at a prescribed level during redeployment.
- b. To restrict personnel turbulence to the lowest level possible.
- c. To inform all personnel, at the earliest possible time, of the redeployment criteria established by USARV.
- d. To keep all personnel informed of the progress of redeployment processing.
- e. To maintain the highest possible state of morale and esprit de corps during all phases of redeployment.

3. Maintenance of Unit Strength:

- a. General. Personnel required to attain the redeployment strength will be selected using the criteria established in Appendix 2.
- b. Disposition of excess personnel. Personnel assigned to redeploying units who are not to deploy with their units will be reassigned by this headquarters.
- c. Replacement Policy. Replacement flow has been discontinued.
- d. Reassignment instructions for deployable personnel and reassignment instructions for excess personnel will be completed not later than 10 days prior to the scheduled date of departure of the unit.

4. Personnel Management and Actions: Meeting suspense dates during redeployment operations is especially important. Redeployment is a team effort requiring the efforts and cooperation of all organizations at all levels of command. If one element fails to meet its obligations, other corresponding actions by this and higher headquarters will be delayed. Such delays may adversely affect the speedy and accurate outprocessing of individuals and units.

Anx J (Pers and Admin) to 3d Bde, 9th Inf Div OPOD 183-70

a. DIRECT COMMISSION; RETIREMENTS; APPLICATIONS FOR RA APPOINTMENT; OCS AND WARRANT OFFICERS FLIGHT TRAINING; AND MARRIAGE TO FOREIGN NATIONALS: For actions still pending in these areas, this headquarters will notify the appropriate agency of the member's change of assignment. All approved applications remain valid.

b. EARLY RELEASE FOR SEASONAL EMPLOYMENT AND SCHOOL: All approved applications remain valid, and new applications will continue to be accepted.

c. ID CARDS/TAGS: The redeployment of the 3d Brigade, 9th Infantry Division will require that each man have a properly prepared ID card and a set of ID tags. Facilities will be available in the standdown area to prepare identification items.

d. OFFICER EFFICIENCY REPORTS: The redeployment of the 3d Brigade, 9th Infantry Division will require that the majority of the officers assigned to the brigade have an efficiency report prepared on their performance of duty. Because of the volume of reports that must be prepared, raters and indorsers are requested to start preparing in draft form the reports they must complete so the reports can be completed expeditiously upon receipt from the Adjutant General. No officer will be permitted to clear the Brigade until he has completed all reports he is required to make.

e. ENLISTED EFFICIENCY REPORTS: Reference letter, this headquarters, AVBB-AGP-PM, dtd 23 Jun 70, Subject: New Enlisted Efficiency Report System. The planned deployment of the 3d Brigade, 9th Infantry Division will require the early initiation of Enlisted Efficiency Reports (EER) (DA Form 2166-4) to insure that all eligible enlisted personnel who have not been rated in the preceeding 30 days have this report completed and forwarded to this headquarters. DA Form 2166-4 will be forwarded in one copy to battalion S-1 for completion by appropriate rater, and reviewer and returned to this headquarters, ATTN: AVBB-AGP-PM by the suspense date. The EER will be forwarded to Department of the Army by this headquarters for inclusion in the EM's official file.

f. PERSONNEL PENDING ELIMINATION ACTION:

(1) Immediate and positive action will be taken to insure that all elimination cases are closed prior to a unit's redeployment from RVN.

(2) Personnel for whom elimination cases cannot be closed prior to a unit's deployment will be reassigned (with flagging action maintained) by this headquarters.

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Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

g. BARS TO REENLISTMENT: Commanders will insure that all necessary bars to reenlistment are processed expeditiously and are completed prior to a unit's redeployment from RVN.

h. LEAVES AND PASSES: See Appendix 4.

1. LINE OF DUTY DETERMINATION: Prior to redeployment of units scheduled for standdown all outstanding LD determination will be completed. It is imperative that commanders maintain close control on all suspense dates concerning LD determinations. Commanders will be required to furnish forwarding addresses of personnel involved in incidents when it is impossible to complete LD.

j. REASSIGNMENTS: Normal request for assignments out of the Brigade will be disapproved, effective immediately.

(1) Effective immediately, reassignments within the Brigade will not be approved except under the most unusual circumstances. Requests for exceptions to this policy will be considered only if fully justified. Exceptions can only be approved by the Brigade S-1 for officers and the Adjutant General for enlisted personnel.

(2) Reassignment instructions for individuals remaining in Vietnam will be furnished by HQ USARV. This headquarters will issue orders prior to the first day the member's unit stands down.

(3) For individuals who will be reassigned in Vietnam prior to DEROS the gaining command will issue PCS orders to CONUS or other overseas commands.

k. PROMOTIONS:

(1) The Brigade will receive promotion allocations during the month of August.

(2) August will be the last month that the Brigade receives promotion allocations.

1. EXTENSION POLICY: See Appendix 14.

m. DEROS POLICY: Individuals with DEROS prior to or during the standdown of their unit will follow instructions contained in their special orders.

n. DIRECT COMMISSIONS. Personnel in units who have applied for a direct commission UP of USARV Reg 135-100, dated 26 Aug 68, may elect to remain in USARV pending final action on their application or

Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

they may withdraw the application and redeploy with their unit if they meet the redeployment criteria.

o. RETIREMENTS: To the maximum extent possible, individuals who have an approved application for retirement will redeploy with a unit going to CONUS. If the unit redeployment date interferes with the retirement of individuals they will be returned to CONUS through normal rotation channels.

p. SEPARATION OUTSIDE OF CONUS: Individuals who have approved applications for separation at a location outside CONUS will be reassigned through normal channels.

q. HARDSHIP DISCHARGES: Immediate action will be taken to return to CONUS and separate individuals whose hardship discharge applications have been approved.

r. COMPASSIONATE REASSIGNMENTS: Immediately upon notification that an individual's application for compassionate reassignment has been approved, he will be returned to CONUS, as an individual, for onward movement to his new duty station.

5. Development and Maintenance of Morale:

a. EXCHANGE SERVICE:

(1) Deactivation of exchange facilities will be accomplished IAW Vietnam Regional Directives 8-3 through 8-13.

(2) The installation coordinator or the appropriate unit commander will maintain coordination with the supporting Area Exchange Commander to insure maximum support of all concerned during phase down and close out operations.

(3) In areas where exchange facilities are not available, gratuitous issue of comfort items will be continued through normal channels of supply.

b. RELIGIOUS ACTIVITIES:

(1) Religious services will be conducted in accordance with customs and procedures. See USARV Reg 165-20.

(2) Disposition of ecclesiastical supplies. Units redeploying which are to remain as part of the permanent force structure will redeploy with NAF supplies (PA systems, books, vestments, chalices, tabernacles, etc.). If a unit is being inactivated, fund property will be disposed of as follows:

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Anx J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD 183-70

(a) Property relating to a specific denomination will be transferred to a fund in which a chaplain of that denomination will be responsible (e.g., chalices, tabernacles).

(b) Property common to a chapel, such as PA systems, will be transferred, as appropriate, to an adjacent fund or to the next higher chaplain fund.

c. DECORATIONS AND AWARDS: See Appendix 5.

d. MARRIAGE TO FOREIGN NATIONALS: Marriage to foreign nationals in which COMUSMACV is authorized to take final action will continue to be governed by USARV Reg 608-2 and MACV Dir 608-1. Personnel will not be retained in RVN solely to complete actions on a marriage. Cases pending at the time of redeployment will be acted on by COMUSMACV.

e. AMERICAN RED CROSS: ARC personnel will continue to be assigned to units to provide emergency welfare services until redeployment.

f. USARV returnee magazine Tour 365 will be given to each individual in departing units.

g. Appendix 6 (Special Services).

h. Appendix 7 (Disposition of Unit Funds and Open Messes).

i. Appendix 8 (Postal).

6. Maintenance of Discipline, Law and Order. See appendix 9 (Discipline, Law and Order).

7. Records Management: See Appendix 10.

8. Out Processing: See Appendix 11.

9. Morning Reports: See Appendix 4.

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10. Finance: See Appendix 12.

11. Civilian Personnel: See Appendix 13.

Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

12. Uniforms Personnel redeploying to CONUS will wear the combat tropical uniform. Commanders will ensure that the highest possible standards of personal appearance are maintained at all times.

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APPENDICES

1. References
2. Redeployment Criteria
3. Morning Reports
4. Leaves and Passes
5. Decorations and Awards
6. Special Services
7. Unit Funds and Open Messes
8. Postal
9. Discipline, Law and Order
10. Records Management
11. Outprocessing
12. Finance
13. Civilian Personnel
14. Extension Policy
15. Medical

App 1 (References) to Ann J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD 183-70

1. **PURPOSE:** To provide a consolidated list of personnel and administrative references which are applicable to this annex.

2. **REFERENCES:**

- a. AR 1-55 Suspected Criminal Conduct, Wrongdoing, or Mismanagement in the Army.
- b. AR 55-46 Travel of Dependents to, from or between Overseas Areas.
- c. AR 55-73 Customs and other Entry Requirements and Related Services.
- d. AR 65-1 Army Postal Operating Instructions.
- e. AR 65-75 Unit Mail Service
- f. AR 109-9 Military Absentee and Deserter Apprehension Program.
- g. AR 190-22 Seizure and Disposition of Property.
- h. AR 220-10 Preparation for Overseas Movement of Units (PCM).
- i. AR 230-1 Nonappropriated Funds and Related Activities.
- j. AR 230-21 Accounting Procedures for Nonappropriated Unit Funds
- k. AR 310-32 Organization and Equipment Authorization Tables, Personnel.
- l. AR 340-1 Records Management - Program Policies and Procedures.
- m. AR 340-2 TOE Units of the Active Army and the Army Reserve.
- n. AR 340-18 Series The Army Functional Files System.
- o. AR 600-10 The Army Casualty System.
- p. AR 614-30 Overseas Service.
- q. AR 621-5 General Education Development.
- r. AR 630-10 Absence Without Leave and Desertion.
- s. AR 635-206 Discharge (Misconduct).

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App 1 (References) to Aux J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD 183-70

t.	AR 635-212	Discharge - Unfitness and Unsuitability.
u.	USARPAC Reg 600-10	The Army Casualty System.
v.	USARPAC Reg 621-5	General Educational Development of Military Personnel.
w.	USARPAC Reg 672-5-1	Award of Military Decorations.
x.	MACV Dir 37-6	Regulation of Currency and Operation of Military Banking Facilities.
y.	MACV Dir 55-1	Processing and Shipment of Household Goods and Baggage.
z.	MACV Dir 608-1	Marriage in Command.
aa.	MACV Dir 643-1	Customs Control.
ab.	USARV Reg 37-1	Payment of Daily Hire Local Nationals.
ac.	USARV Reg 37-8	Control of Personal Currency Transactions.
ad.	USARV Reg 37-13	Salary Payments to Direct Hire Local Nationals.
ae.	USARV Reg 37-35	Administration of Assistance-In-Kind Funds.
af.	USARV Reg 40-4	Drug Prevention of Malaria.
ag.	USARV Reg 40-7	Immunizations Requirements and Procedures.
ah.	USARV Reg 40-13	Medical Clearance.
ai.	USARV Reg 55-2	Processing and Shipment of Household Goods and Baggage.
aj.	USARV Reg 60-5	Exchange Service Responsibilities and Relationships.
ak.	USARV Reg 60-7	MACV Ration Cards.
al.	USARV Reg 190-1	US Military Police Operations.
am.	USARV Reg 190-2	Evacuating, Processing, and Accounting for Prisoners of War.

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App 1 (References) to ANN J (Pers and Admin) to 3d Bde, 9th Inf Div OPOED 183-30

- an. USARV Reg 190-20 Identification and Control of Personnel.
- ao. USARV Reg 190-47 Serious Incident Reports.
- ap. USARV Reg 210-5 Carrying, Possession, Registration, Control and Use of Government and Privately Owned Weapons.
- aq. USARV Reg 230-2 Policies and Procedures for the Administration of Vietnamese Labor Funds.
- ar. USARV Reg 230-60 Operation and Administration of Officers, Non-Commissioned Officers, and Enlisted Mens' Open Messes.
- as. USARV Reg 381-24 Exploitation and Disposition of Captured and Recovered Materiel.
- at. USARV Reg 600-1 Casualty Reporting.
- au. USARV Reg 600-7 Inspection of Personnel Traveling by Aircraft.
- av. USARV Reg 600-10 Line of Duty Determination and Investigations.
- aw. USARV Reg 600-40 Patient Strength Accounting and Evacuation.
- ax. USARV Reg 600-200 Promotion and Reduction of Enlisted Personnel.
- ay. USARV Reg 608-2 Marriage in Command.
- az. USARV Reg 614-7 Reporting and Assignment of Officer Personnel Returning from Oversea.
- ba. USARV Reg 614-220 Reporting and Assignment of Enlisted Personnel Returning from Oversea.
- bb. USARV Reg 616-3 Authorization for Employment of Daily Hire Labor.
- bc. USARV Reg 643-20 War Trophies.
- bd. USARV Reg 690-12 Personal Hire Employees (Local National Domestics).

**App 1 (References) to Anx J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD 183-70**

- be. USARV Reg 735-1      Personal and Organizational Clothing and Equipment  
for Male Personnel.**
- bf. USARV Reg 940-1C      American National Red Cross.**
- bg. USARV Pam 1-1      Administrative Procedures (Personnel).**
- bh. USARV Redeployment Guide for Units.**

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App 2 (Redeployment Criteria) to Amx J (Pers and Admin) to 3d Bde 9th Inf  
Div OPORD 183-70

TO BE PUBLISHED

(App 3 (MR) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70)

1. This headquarters has assumed the responsibility for preparing morning reports; subordinate commanders will furnish the necessary information to prepare the report. Due to normal losses, unit strength will be lowered gradually with a goal of zero strength as of the final day a unit is at standdown. The only exception will be personnel in an AWOL status as of "Zero Day". As a unit stands down, it will forward the following documents to this headquarters, AVBB-AGP-FW, regarding any men not previously reported as AWOL:

- a. Report for Suspense of Favorable Personnel Actions (DA Form 268).
- b. A copy of the inquiry into the probable causes or motives for this absence IAW Para 4a, AR 630-10. The original copy should be in the unit's files.
- c. A copy of the letter to the absentee's nearest relative IAW Para 5, AR 630-10.
- d. A copy of the inventory of the absentee's personal effects, recording all items on Inventory of Personal Property (DA Form 442). Dispose of personal effects IAW AR 755-20.
- e. An Installation Clearance Record (DA Form 137) including conduct and efficiency rating as of the absentee's last duty day.
- f. Absentee's Health Record (DD Form 722) and Dental Records (DD Form 722-1).

Where any documents requested above are unavailable, submit a certificate to that effect signed by a commissioned or warrant officer. AWOL personnel will be dropped from the rolls by this headquarters on the final day of the unit's standdown.

2. Each unit will submit a list of all men who are in any category other than "present for duty" as of date of standdown. The information listed below will be supplied on each individual. This list will be submitted ELT 1600 hrs on the first day of standdown for a unit.

- a. Name.
- b. Rank and SSAN.
- c. Current Status (AWOL, HOSP, CONF, EMER LV, R&R, TDY).
- d. Date Departed.
- e. Date expected to return, if known.
- f. Where individual is located (i.e., home address, LBJ, Hong Kong).
- g. Any other pertinent information concerning the man and his status or any correspondence regarding his status.

App 3 (MR) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

If a unit has no personnel absent as of date of standdown, then a DF will be submitted stating that all personnel are present for duty.

3. While this redeployment creates additional work for everyone, if a degree of caution is maintained to preclude error, all should go smoothly. Any questions related to the Morning Report should be submitted to the Morning Report Section.

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Apex 4 (Leaves and Passes) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div  
OPORD 183-70

LEAVES AND PASSES:

1. Seven days ordinary leave for personnel assigned to redeploying units must be completed one day prior to the unit's first day of standdown. Passes may be issued at the discretion of the commander.

2. If it becomes necessary for a member of a unit scheduled for redeployment to take an emergency or ordinary leave (compassionate), and the member will not return prior to the date his unit is scheduled for redeployment standdown, he will be reassigned to the 3d Brigade Replacement Detachment or another unit with USARV, depending upon DEROS. If reassignment is involved:

a. Compassionate leave personnel will clear their organization and bring all personal property with them to the standdown area if possible. If there is not sufficient time to clear and bring personal property, commanders will follow procedures directed for personnel on emergency leave below.

b. Unit commanders are responsible for inventorying the personal property of emergency leave personnel and forwarding such property and member's health and dental records to the gaining command. This will be accomplished within three days after receipt of reassignment orders. At the same time, commanders will insure that proper clearance procedures have been followed. If the member is assigned to the 3d Brigade Replacement Detachment, personal property and health and dental records will be delivered to that unit. If the reassignment is to a unit outside the 3d Brigade, property and health and dental records will be forwarded by registered mail. In any case, this headquarters will be notified of shipping or delivery date and, if appropriate, registered mail number.

3. SPECIAL LEAVE: See extension policy (Appendix 14).

4. REENLISTMENT LEAVE: Reenlistment leave will be authorized for personnel who reenlist for other than Brigade units. Reenlistment leave for all other personnel will only be authorized if they can complete leaves one day prior to their unit's first day of standdown.

App 5 (Awards and Decorations) to Anx J (Pers and Admin) to 3d Bde 9th Inf  
Div OPOED 183-70 (U)

TO BE ANNOUNCED



App 6 (Special Services) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div  
OPORD 183-70

1.       R&R PROGRAM: The R&R program will be continued. Specific instructions governing the R&R program will be published at a later date.
2.       MOTION PICTURES: Units will notify the Special Services Division by telephone one day prior to the date they wish to terminate their motion picture account. Movement to the standdown area will not interrupt service.
3.       SHOWS: Commanders will encourage the production and support of soldier shows and impromptu or spontaneous entertainment initiated by troops affected by redeployment to the extent feasible, particularly in the standdown site.

App 7 (Unit Fund and Open Messes) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPOD 183-70

1. Purpose: To outline procedures governing the disposition of Unit Funds, and Clubs and Messes Funds.

2. Unit Funds: Unit funds of units to be inactivated, whether in RVN or upon return to CONUS, will be dissolved in RVN. All unit fund cash assets, liabilities and property will be transferred to the servicing Central Post Fund, IAW USARV Regs 230-10 and 230-21. The Central Post Fund that receives dissolved unit funds cash assets and liabilities will liquidate all unit fund outstanding obligations, and settle or resolve all outstanding claims using dissolved unit fund cash assets. A terminal audit will be made of each dissolved unit fund. Documentary evidence of unresolved claims against the dissolved unit fund will be identified and disclosed in the terminal audit. Dissolved unit fund accountable records will be disposed of IAW AR 340-2. They will not be forwarded to the servicing CPF.

3. Open Mess: Every effort will be made to liquidate current liabilities, to curtail unnecessary expenditures and to realize cash through the sale of excess assets.

a. Open mess accounts to be terminated will be dissolved IAW Para 49, 50 and 51, USARV Reg 230-60. Copies of the terminal audit, a listing of fixed assets with information as to final disposition of each asset, and the check for residual assets will be forwarded to HQ, USARV, ATTN: AVHOM. Every effort will be made to dispose of fixed assets IAW USARV Reg 230-4, dated 1 Aug 69, Appendix IV, Section IV, para b, prior to turn-in to property disposal. Sale of fixed assets will be accomplished only through coordination with the Central Purchasing Agencies.

b. Chaplain's funds no longer required due to redeployment, and/or inactivation will not be dissolved without coordination with the USARV Chaplain.

4. A schedule will be published by this headquarters giving the dates and location of each terminal audit.

App 8 (Postal) to Amx (Pers and Admin) to 3d Bde 9th Inf Div OPOFO 183-70

1. Individual units will not be required to prepare or monitor preparation of DD Form 1175 (locator card). This will be done by all members of each unit at outprocessing stations and will be handled by Brigade postal personnel. Individuals must have clearance forms signed by a member of the team giving assistance in completing locator cards. Individuals will not be allowed to complete outprocessing without this signature.
2. Unit fund custodians will cancel requisitions or subscriptions for unit fund supplies, publications and pocketbooks. Custodians of clubs and messes will take timely action to notify vendors and/or suppliers of order cancellations.
3. Postal facilities will be in standdown area to handle increased personnel moving into staging areas.
4. Individuals are encouraged to use hold baggage privileges. This is a free service provided by the Army. A hold baggage area will be set up in the outprocessing area. If individuals do not utilize hold baggage shipping authorization, customs free mailing may be obtained by placing one copy of orders in each parcel shipped through the post office. This parcel must be stamped by the postal clerk "free entry claimed under public law. Movement orders enclosed". Parcels mailed under other conditions will require complete customs labels.
5. Packing. Preparing and Mailing:
  - a. Each article will be securely and substantially wrapped, consistent with the nature of the contents, the climatic conditions, the length of the journey, and the numerous handlings necessary. The responsibility for proper packing rests with the sender.
  - b. Mail which is not properly packed or wrapped to withstand normal handling will not be accepted for mailing.
  - c. Types of Containers: Containers must be strong enough to retain and protect their contents during the course of normal mail handling. Boxes or cartons of the following materials are commonly used: Corrugated or solid fiberboard, kraftboard, chipboard (for small items), fiber mailing tubes with metal ends, and wood. Heavy wrapping paper or burlap or similar cloth may be used for parcels containing unbreakable goods which would not be damaged by the weight of other mail. The strength of carton required will depend on the weight, size, and nature of the article shipped.
  - d. Size of Container: Parcels will not exceed 100 inches in length and girth combined nor weigh more than 70 pounds. The outer shipping containers should be the proper size to hold goods shipped with enough space for cushioning material inside. If the container is too large, the contents are apt to shift while in transit. If it is too small, or too much is put into it, there will not be enough room for protective internal cushioning. An overstuffed carton may burst in transit.

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e. Chipboard Boxes: Small, rigid, telescoping chipboard boxes are usually used for small articles such as watches, jewelry, pens, etc. These boxes equipped with metal clasps which hold the two parts together ordinarily need no further reinforcement to effect a proper closure. Jewelry or watches having a value of more than \$10.00 must be mailed as registered mail.

6. Nonmailable Matter:

a. Nonmailable matter including all matter which by law, regulation, or treaty is prohibited from being sent in the mail. The mailer is responsible that items mailed do not violate provisions of the law. Additionally, mailers are required to declare the nature of the contents of all parcels to preclude acceptance of matter prohibited by Parts 124 and 127, Postal Manual, and to insure compliance with Part 125, Postal Manual. The latter govern the conditions under which certain matter may be mailed.

b. Any article, composition, or material which may kill or injure another; or damage mail or other property; or is otherwise undesirable, is not mailable. Included are the following:

- (1) Obscene and indecent matter.
- (2) Intoxicating liquors.
- (3) Matches of all kinds, lighter fluid, and lighters containing fluid, when addressed to or from overseas APO.
- (4) Magnetic material in air mail, MOM, SAM, or PAL having sufficient magnetic field to cause appreciable deviation of a compass sensing device of an aircraft.
- (5) All kinds of poisons or matter containing poison (acids and alkalies).
- (6) Oxidizing materials or highly flammable solids; or those which are likely under conditions incident to transportation to cause fire through friction.
- (7) Poisonous animals (except those authorized in Part 125, Postal Manual).
- (8) Disease germs or scabs.
- (9) All explosives and flammable material which may ignite or explode.
- (10) All firearms or major parts thereof addressed to, from, or between military post offices.
- (11) Radioactive matter, except that authorized in Part 125, Postal Manual.
- (12) Lottery, fraudulent, or libelous matter.

App 8 (Postal) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

- (13) Contraband (AR 190-22) and war trophies (AR 643-20).
- (14) Narcotic drugs, except official mailings authorized by AR 40-61.
- (15) Threatening letters (876 USC 18).
- (16) Government property without an invoice or sales receipt.

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App 2 (Provost Marshal) to Ann J (Pers and Admin), to 3d Bde, 9th Inf Div OPORD  
183-70

1. **GENERAL:** The purpose of this annex is to establish procedures for the conduct of military police activities during the redeployment of the 3d Bde, 9th Inf Div. This plan envisions continuous military police support during all phases of redeployment. Sufficient flexibility will be maintained to cope with every situation.

2. The following actions will be accomplished by the PMO prior to the standdown:

- a. Publish and distribute brochures and information pamphlets on the registration of firearms and war trophies.
- b. Send weapons and war trophy registration teams to fire bases to facilitate registration.
- c. Publish and distribute information pamphlets on non-mailable matter.
- d. Provide necessary guidance for the provision of adequate physical security for both government and private property.
- e. Coordinate with HQ, 18th MP Bde on the assumption of police responsibility for Long An Province.
- f. Coordinate with 8th MP Gp (CI) on disposition of CID cases files, evidence, open investigations and concurrent flagging action problems, and criminal investigative support for Long An Province.
- g. Coordinate with appropriate military police units on the furnish of police support at standdown areas, assembly, staging and equipment storage areas.
- h. Coordinate customs inspection requirements as necessary.

3. The following actions will be accomplished by the PMO after the commencement of standdown:

- a. Provide necessary guidance to commanders for orienting personnel on:
  - (1) Registration of privately owned firearms and war trophies.
  - (2) Physical security of all types of government property, especially weapons, ammunitions, and other highly pilferable items.
  - (3) Non-mailable matter.
  - (4) Physical security of personnel property.

App 7 (Provost Marshal) to Anx J (Pers and Admin) to 3d Bde, 9th Inf Div  
OPORD 183-70

- (5) Other matters as required.
- b. Maintain sufficient flexibility to cope with any situation.
- c. Provide complete military police support to standdown area and beyond if required.
- d. Provide for the visibility of military police support in preventive enforcement.
- e. Provide customs inspections as required.
- f. Make appropriate disposition of files and property in the PMO.
- g. Provide for smooth transition of CID investigative support and normal military police support for Long An Province.
- h. Coordinate with commanders on the prevention of illegal activities with particular attention to:
  - (1) Physical security
  - (2) Blackmarket activities
  - (3) Illegal currency transactions
  - (4) Illegal use or possession of drugs, narcotics or marijuana

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APPENDIX 10 (Records Management) to Annex J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD 183-70

1. RECORDS MANAGEMENT: The following procedures will govern the disposition of records of the 3d Brigade, 9th Infantry Division:

a. Redeployment to CONUS by units of this command: Before a unit is redeployed with assigned personnel to CONUS the following disposition of files of the unit will be made.

(1) Files eligible for disposal will be destroyed. (Example: Reference set of regulations and Reference Paper Files which are no longer applicable).

(2) Files created in 1970 and earlier which have a retention period of 2 years or more to include permanent files will be packed and shipped to the Administrative Service Division, 3d Bde, 9th Infantry Division, for subsequent shipment to the Records Holding Area, Okinawa. Particular attention will be given the following files.

<u>DESCRIPTION</u>	<u>FILES NO</u>
(a) Organization Planning Files	2-07
(b) Operations Planning Files	2-08
(c) Publications Records Set Files (Combat Orders, General Orders, numbered publications, etc)	2-01
(d) Personnel Type Orders Files (Special Orders, Unit Orders, Letter Orders, etc)	2-03
(e) Command Reporting Files (Combat After Action Reports, Operational Reports, etc)	2-12
(f) Daily Journal Files	2-06

(g) Operational, intelligence, logistics, civil affairs, periodic or special reports, and other documents designated by Military Historian as having special historic significance.

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App 10 (Records Management) to Anx J (Pers and Admin) to 3d Bde., 9th Inf Div  
OPORD 183-70

Special attention will be given to essential files such as: Morning Reports, personnel records, personnel registers, unit history, unit orders, and company rosters to insure that they are readily available at the time of processing. Failure to comply with the instructions as indicated above will delay and complicate the timely closing out of the unit.

1. Inactivation of Units In-Country: When a unit is inactivated in-country, all files will be turned into the Administrative Services Division, 3d Brigade, 9th Infantry Division, that are eligible for retirement.

2. Preparation of records shipment list: Shipment of records to the Administrative Services Division, 3d Brigade, 9th Infantry Division, will be accompanied with a Record Shipping List, SF 135. This form will be prepared in four copies in accordance with Para 9-2, AR 340-2. Only the 1964 and 1970 transferable records will be listed on the records shipping list. This headquarters will notify units as to when records will be shipped to Administrative Services Division.

3. PUBLICATIONS CENTER ACCOUNTS: This headquarters will notify HQ, USARV so they can terminate all publication accounts for units in this command which are redeploying or inactivating.

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App 11 (Outprocessing) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div  
OPORD 183-70

1. OUTPROCESSING:

a. As each unit stands down, it will be met by representatives of the Adjutant General Section. At that time, each unit will be furnished outprocessing rosters showing the exact time and date each member of the unit is scheduled to outprocess. Current planning requires that members outprocess and ship to their new units on the next day.

b. Personnel being reassigned within USARV will outprocess through facilities at the standdown site.

c. Personnel returning to CONUS prior to or during redeployment will outprocess through the facilities at the standdown site. These individuals will follow reporting instructions in special orders.

2. CLEARANCE PROCEDURES:

a. Current clearance procedures will be followed for officers, senior enlisted personnel, and personnel in grades E1 through E6 returning to CONUS.

b. Commanders will provide a roster of all E1 through E6 enlisted personnel being reassigned in Vietnam certifying that the agencies listed below have or will be cleared prior to the individual's departure. This certificate will include conduct and efficiency ratings and must be personally signed by the commander. The certificate will be furnished this headquarters on the first day of standdown. Agencies to be cleared:

- (1) Orderly room.
- (2) Classified documents.
- (3) Unit supply.
- (4) Unit reenlistment.
- (5) Unit mail room.

c. Officers and Senior Enlisted personnel being reassigned in Vietnam must have a properly completed Installation Clearance Record (DA Form 137) upon arrival at final outprocessing.

App 12 (Finance) to Ann J (Pers and Admin) to 3d Bde, 9th Inf Div OPORD  
183-70

1. General

a. It is essential that normal flow of documents effecting pay, such as promotion orders, courts-martial proceedings, etc., continue to flow to the Finance Office on a timely basis. Delay in processing documents can result in departure of the service member from the command before the document is received.

b. Outprocessing of personnel and redeployment of the Finance Section will be conducted in three phases.

(1) Outprocessing of in-country reassignment.

(2) Outprocessing of Unit Honor Guards.

(3) Deactivation of the Finance Section.

c. Personnel departing the Brigade for DEROS will be processed in the normal manner at the Brigade Finance Office.

2. Standdown of units

a. During standdown period the Battalion Personnel Services NCO or unit clerk should maintain a daily contact with the Finance Office so that documents and information effecting pay are expeditiously transmitted.

b. Immediately upon arrival in the standdown area, unit plaster conversion agents will report to Finance to turn in funds and clear the accounts.

c. During the standdown period and prior to deactivation or redeployment the units are responsible to assure that MPC conversion (C-Day) procedures are current and collection agents are appointed and available, if required.

3. Redeployment and Reassignment processing

a. A processing center will be established to outprocess personnel for in-country reassignment and CONUS redeployment. The center will be immediately adjacent to the AG outprocessing and will be a coordinated effort.

b. Personnel will be outprocessed daily based upon a roster and schedule to be developed in conjunction with Chief, Personnel Records Branch, Office of the Adjutant General.

c. In-country transfer personnel will have their financial records audited and will be afforded an opportunity to change allotments and review their records with Finance personnel. Personnel being reassigned on or

App 12 (Finance) to Ann J (Pers and Admin) to 3d Bde, 9th Inf Div OPGORD  
183-70

after the 20th of the month will be paid a maximum partial pay. All other personnel will not receive any payment. Financial records will be combined with personnel and health records.

d. Financial Data Records Folders (FDRF), and associated documentation, for personnel in hospitals, in confinement, missing, or absent without leave will be transferred to the unit or agency designated by Headquarters, USARV. The FDRF's will be processed as an "in-country transfer" and the processing will be controlled by the roster provided by AG. FDRF's will be combined with personnel and medical records for shipment to the designated unit.

e. Personnel to be redeployed as a unit or detachment will receive a financial records audit and personal review. The persons will be offered payments authorized to personnel under DEROS/PCS orders. Financial records will be consolidated with the personnel records and health and dental records and released to a designated officer or group leader. MPC and piasters will be converted to US currency and MACV Form 5 cards withdrawn from the individual not earlier than 24 hours prior to departure.

#### 4. Closing the Finance Office.

a. Upon completion of the outprocessing of the other Brigade personnel, the remaining Finance personnel will outprocess themselves. An inspection will be conducted to insure that all Financial Data Records Folders (FDRF's) are gone from the Finance Office.

b. Disbursing operations will be terminated as soon as all outprocessing is completed. Final reports will be prepared and submitted as soon as possible thereafter but not later than 5 days after termination of operations.

c. Operating equipment and unused supplies will be turned in or packed for shipment as stipulated in the Logistics Annex.

d. Retained records will be disposed of in accordance with AR 37-103. Records pertaining to Designated Depository Account will be released to the liquidating officer in accordance with USARV Reg 37-21.

App 13 (Civilian Personnel) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div  
OPORD 183-70

1. The Civilian Personnel Office will need an accurate time schedule of each subordinate unit's redeployment plans in order to insure that all Civil Service employees involved will receive a two-week advance notice of reduction in force.

a. Each employee will receive a letter from the Saigon Area Civilian Personnel Office stating the date of, and reason for the termination of employment.

b. All employees will be paid on the last day of employment. Those who are absent from work on this day will have to go to the Saigon Area CPO in order to be paid.

2. The AIK Fund accounts will be turned in to the USARV Comptroller.

a. All subordinate units will be able to draw funds one week prior to their redeployment date. This will enable each unit to keep its area sanitary up to the date of redeployment.

b. AIK Funds for this period will be drawn in the usual manner. At the time of the final pick up of funds, each AIK account will be closed.

3. Individual passes will be withdrawn and destroyed when termination of employment occurs.

4. Records of all Civil Service employees will be forwarded to the Saigon Area CPO upon release from, and termination of employment.

App 14 (Extension Policy) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div  
OPORD 183-70

TO BE ANNOUNCED

App 15 (Medical) to Amx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

1. Unit Level.

a. General. All units will have the capability to hold routine sick call until they arrive at the standdown area.

b. Schedule.

(1) 10 Aug - Patient care facility established at advance area to care for sick call of arriving units.

(2) 25 Aug - Units cease referring patients to C Co (Med) for more extensive diagnosis or treatment. Units will begin forwarding all sick call patients who need more extensive treatment to area hospitals.

(3) 10 Sep - Dental patients will be forwarded to advance area instead of C Co (Med).

(4) 15 Sep - Dust-off of all patients will be to area hospitals instead of C Co (Med).

2. C Company (Med) clearing station.

a. General. Medical support will continue with the following capabilities until critical dates noted: (1) 45th Air Ambulance (dust-off) Detachment; (2) dental care; (3) routine sick call; (4) emergency stabilization of seriously wounded and ill; (5) hospitalization of patients from units; and (6) outpatient care and vehicle evacuation.

b. Schedule.

(1) 25 Aug - Ceases acceptance of patients for hospitalization.

(2) 1 Sep - Evacuate all hospitalized patients.

(3) 10 Sep - Ceases operation as a clearing station, with only limited emergency stabilization available. Also ceases dental support.

(4) 15 Sep - Ceases operation completely, except for limited emergency care, routine sick care (outpatient). Personnel available will be one physician and three corpsmen, who will remain with and accompany the 99th CS Spt Bn as they leave for standdown area.

3. Hospital (evac facilities) Support. Third Field Hospital will expect increased patient load beginning Aug 25. 93d Evac Hospital and 24th Evac Hospital will also accommodate the increased patient load anticipated.

4. Standdown Medical Facilities.

a. General. The 11th ACR medical unit has the following organic and attached facilities: (1) A clearing station; (2) A dental dispensary; (3) air and ground evacuation capabilities; and (4) A medical supply depot.

App 15 (Medical) to Anx J (Pers and Admin) to 3d Bde 9th Inf Div OPORD 183-70

b. Schedule.

(1) 5 Aug - Until commencement of standdown, medical support will be available for routine, emergency, and outprocessing. Augmentation from our medical personnel will be necessary.

(2) 10 Aug - Aid station will be established by an advance party consisting of both C Co (Med) and Brigade Surgeon's Office Personnel (11 personnel). Coordination with the 11th ACR facilities will be accomplished in detail prior to 5 Aug by the Brigade Surgeon's Office.

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HQ, 3d Bde, 9th Inf Div  
Tan An, RVN  
4 August 1970  
TLP

Annex K (Information) to 3d Bde, 9th Inf Div OPORD 183-70

1 General: The Information Office, 3d Bde, 9th Inf Div will govern all command and public information activities during redeployment.

- a Enemy Forces: See basic order.
- b Friendly Forces: See basic order.
- c Assumptions:

(1) The original public announcement of redeployment will be made on or about standdown date by a joint statement from MACOI and CINPAC.

(2) There will be active speculation among American forces about redeployment criteria, status of individual reassignments, and out-processing procedures.

(3) Higher headquarters, particularly MACOI and USARV-IO, will take an active interest in guidance of information release.

(4) Redeployment personnel criteria will be known by this headquarters prior to and/or concurrent with the redeployment public announcement.

2 Mission: The Brigade Information Office has a dual mission of fostering public and internal understanding of U.S. redeployment of the Brigade, and of keeping personnel of this command informed on current redeployment criteria to prevent rumors and speculation.

3 Execution:

a Objectives:

- (1) To minimize speculation and reduce rumors concerning redeployment.
- (2) To minimize adverse civilian press coverage.
- (3) To maximize public awareness of the ability of the RVNAF to assume the mission within the Brigade's TAOI.
- (4) To maximize the public awareness of the unit's contribution to the American effort in Vietnam.

b Method of Operation:

- (1) Prior to Public Announcement by MACOI.
  - (a) Coordination with USARV IO and MACOI on requirements.

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ANV 1110) to 3d Bde. 9th Inf Div OPORD 183-70

(b) Preparation of press kits to include: unit history, fact sheets, roster of key personnel, and unique characteristics of unit.

(c) Prior planning of 19th PI Detachment redeployment to include distribution of property; disposition of Cu Chi CPF and Octofoil Association equipment; and movement program.

(2) On Date of Public Announcement

(a) Handle all press queries and establish visit schedules.

(b) Coordinate with Adjutant General to furnish redeployment criteria fact sheet to include reassignment procedures, redeployment months in country, and specific DEROS drops.

(c) Coordinate with MACOI for specific text of release on redeployment, material necessary for clearance, and support involved and required.

(d) Distribute commander's letter to troops concerning his reaction to redeployment.

(3) After Public Announcement

(a) Establish criteria and guidance on handling of press, to include press escort personnel and specific instructions for press guidance.

(b) Continue coordination with MACOI and USARV-IO to insure maximum publicity within higher headquarters guidance and support capabilities.

(c) Assume responsibility for photographic coverage and coordinate with Brigade Signal Officer for outside photography, processing, and printing support.

(d) Coordinate command information program on all changes to basic redeployment criteria or out-processing procedures.

(e) Forward material to Fort Lewis Information Office for use in press coverage.

(f) Furnish articles and photographic coordination (in conjunction with Brigade Signal Officer) for special ceremonies involving the Brigade, to include base and turnover, shipping of colors, unit and individual awards.

(4) Post Redeployment/Inactivation

(a) Furnish after action report to USARV-IO for use in future such operations.

(b) Continue active support to any holding detachment of Brigade personnel.

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1. (a) To 3d Bde, 9th Inf Bn. ORD 183-70

4. (b) Service Support

a. Split Detachment. Half of the IO Section will operate at Di An and half at Tan An for at least two weeks of redeployment.

b. Transportation: Complete transportation support, to include air assets, will be given for support of press coverage and distribution of press/photographic material

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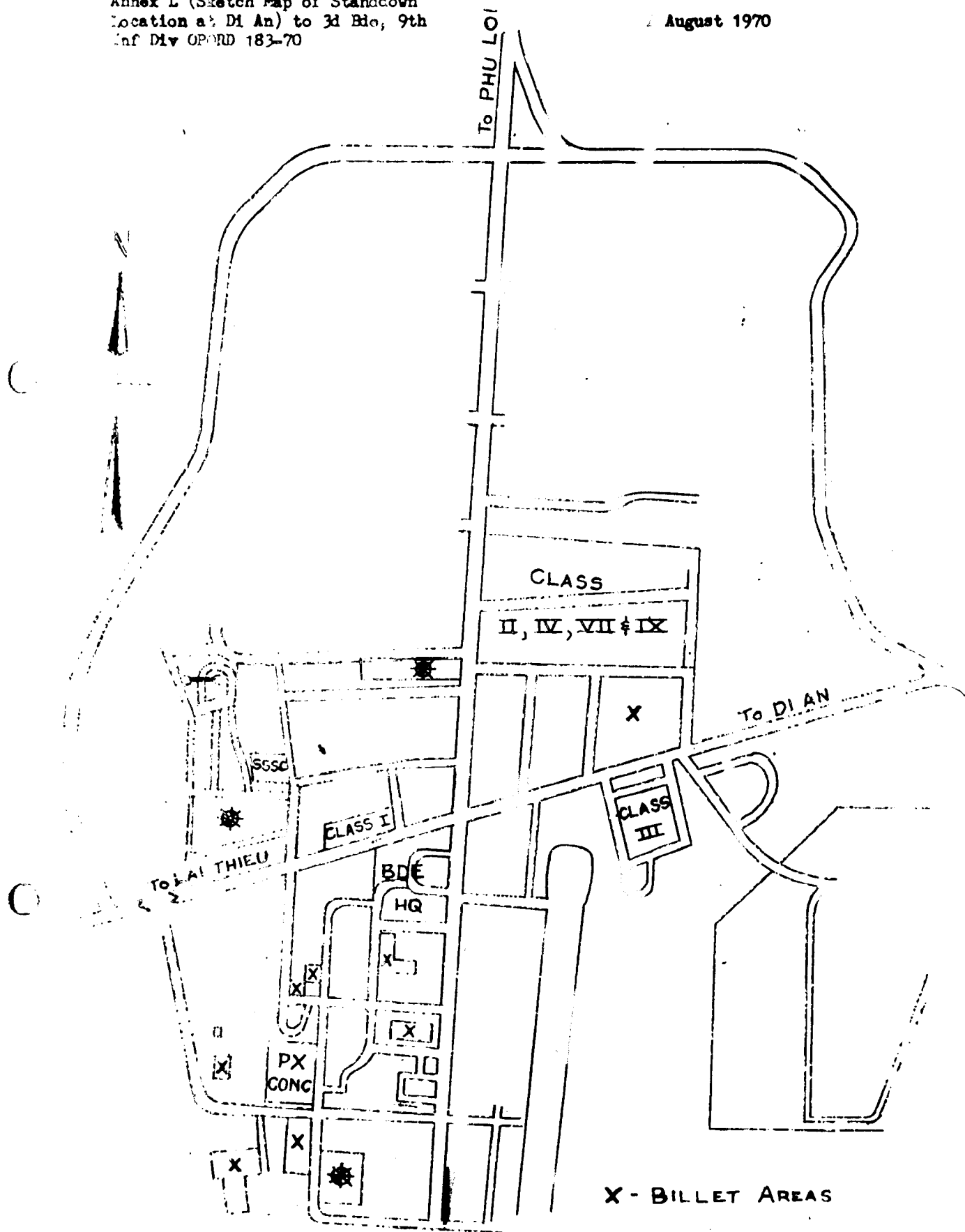
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4 August 1970

Annex M (Glossary of Standard Terms) to 3d Bde, 9th Inf Div OPORD 183-70

1. Standdown Schedule - Schedule for processing personnel at Di An and equipment at Long Binh.
2. Standdown Location at Di An - Entire standdown complex at Di An.
3. Standdown Location at Bearcat - 2-47 Inf (M) facility for maintenance and preparation of equipment.
4. The Processing Location at Long Binh - Area specified for process and turn-in of equipment.
5. Redeployment/Inactivation - The entire scope of inactivation of the 3d Bde, 9th Inf Div.
6. Standdown - Process as depicted on standdown schedule.
7. Brigade Base Camps/FSB's - Facilities presently occupied by elements of 3d Bde, 9th Inf Div.
8. S-Day - First day shown on Standdown Schedule.
9. Turnover Date - Earliest day GVN forces could take over control of Base Camps/FSB's and all US forces are withdrawn. This date was established after consideration of the time required to prepare base for turnover.

ACKNOWLEDGE:

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ANNEX N (Brigade Honor Guard) to 3d Bde 9th Inf Div OPORD 183-70.

1. Situation

a. General This Annex outlines procedures for selection and redeployment of the 3d Brigade, 9th Infantry Division Honor Guard and their preparation for Ceremonies prior to departure and after arrival in CONUS.

b. Enemy Forces Basic Plan

c. Friendly Forces Basic Plan

2. Mission

To participate in farewell and departure ceremonies for the 3d Brigade, 9th Infantry Division, accompany the Brigade colors to CONUS and participate in arrival ceremony at McGord AFB and inactivation ceremony at Fort Lewis, Washington.

3. Concept of Operations

a. An Honor Guard will be selected from personnel in the 3d Brigade, 9th Infantry Division (Appendix 1), assigned to a holding detachment at Ft An (Appendix 2) conduct a Farewell Ceremony (Annex O, Appendix 3), a Departure Ceremony (Annex O, Appendix 4), accompany Brigade Colors to CONUS and participate in Arrival Ceremony at McGord AFB (Annex O, Appendix 5) and Inactivation Ceremony at Fort Lewis, Washington (Annex O, Appendix 6).

b. Responsibilities

(1) Brigade Commander, Battalion and Company Commanders: Select Honor Guard personnel as outlined in Appendix 1.

(2) COT: Insure Honor Guard is available for rehearsals and all ceremonies.

(3) S-1:

(a) Identify and administratively process members of Brigade Honor Guard.

(b) Provide sufficient funding as necessary for Honor Guard uniform, equipment, and activities.

(c) Provide necessary orders for travel and temporary stationing at Ft An and Fort Lewis.

(4) S-3: Plan, coordinate and assist in execution of Honor Guard ceremonies.

(5) S-4

ANNEX N (Brigade Honor Guard) to 3d Bde 9th Inf Div OPORD 183-70.

(a) Coordinate movement of Honor Guard from Di An to CONUS.

(b) Provide Honor Guard uniforms, equipment, and materials as required. (Appendix 2)

(6) CO 99th CSSB: Establish a Holding Detachment for Administrative processing, messing and quarters of Honor Guard personnel.

c. Coordinating Instructions.

(1) Administrative processing will be in accordance with OPORD 183-70.

(2) Uniform requirements for the ceremonies are in Annex O.

(3) Project Officers for Honor Guard Ceremonies are CPT Howard and CPT Little, S-3 Plans.

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#### APPENDIXES

1. Honor Guard Ceremonial Unit
2. Logistical Support

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APPENDIX 1 (Honor Guard Ceremonial Unit) to ANNEX M (Brigade Honor Guard) to 3d Bde, 9th Inf Div OPORD

1. Purpose.

To establish the criteria and requirements for the selection of the 3d Brigade, 9th Infantry Division Honor Guard personnel.

2. General.

a. The Commanders of each Color Bearing unit and HHC 3d Brigade, 9th Infantry Division will select personnel from their unit as indicated in TAB A.

b. On the last day of standdown for each color bearing unit, personnel designated as members of the Honor Guard will be assigned to HHC, 3d Brigade, 9th Infantry Division and attached to the Honor Guard Detachment.

c. The Honor Guard will outprocess from Di An, travel to Bien Hoa for the departure ceremony and depart for CONUS on 12 October 1970.



TAB A (Criteria for Honor Guard Nominees) to Appendix 1 (Honor Guard Ceremonial Unit) to Annex IV (Brigade Honor Guard) to 3d Bde 9th Inf Div J. ORD 183-70

1. The Commanders of each color bearing unit and HHC 3d Brigade, 9th Infantry Division will nominate personnel of their unit as indicated below.

<u>UNIT</u>	<u>OFFICER NOMINEES</u>	<u>EM NOMINEES</u>
HHC 3-9	4	5
2-47 Inf (M)	2 (1 COT)	14
2-60 Inf	1	14
5-60 Inf	1	14
6-31 Inf	1	14
2-4 FA	1	14
99th CSSB	2	13

2. All personnel nominated from Infantry units will be holders of the Combat Infantryman's Badge.

3. All personnel nominated must have a DEROS from 12 October to 12 December 70 and must have at least 30 days retainability upon arrival in CONUS.

APPENDIX 2 (Logistical Support) to Annex M (Brigade Honor Guard) to 3d Bde, 9th Inf Div OFCWD 133-70

1. Purpose.

This Appendix provides policies and responsibilities for the logistical support of the Brigade Honor Guard Detachment at Di An.

2. General.

The unit Honor Guard will move with its organic unit to the standdown location at Di An in accordance with the standdown schedule (Annex A, 3d Bde 9th Inf Div OFCWD 133-70). Once released by the unit, the Honor Guard will be assigned to the 3d Bde, 9th Inf Div and attached to the Brigade Honor Guard Detachment. On 12 October 1970 the Brigade Honor Guard will travel C141 Aircraft from Bien Hoa, RVN to McCord AFB, Washington.

3. Responsibilities.

a. Unit Commanders: Insure that organizational colors and flagstaff slings are signed over to the senior member of the Unit Honor Guard for escort to CONUS.

b. CO 99th USSB: Provide quarters and messing at the standdown location at Di An.

c. S-4

(1) Coordinate bus transportation from Di An to Bien Hoa and aircraft transportation from Bien Hoa to CONUS.

(2) Issue each member the proper uniform consisting of the following:

(a) Three sets of tropical fatigues with 9th Infantry Division patches (one colored on left sleeve, one camouflaged on right sleeve) on each shoulder, embroidered name tags, qualification badges, and US Army. Officers will have embroidered rank and branch insignia. EM will utilize Pin-on rank.

(b) Two pairs of tropical combat boots.

(c) One soft cap.

(d) One individual equipment belt.

(e) Three T-Shirts (camouflage)

(f) One helmet with green camouflage cover and camouflage band (Go Devil and 9th Div patches sewn on cover; "Go Devil" on left side and 9th Div patch on right side).

d. Coordinating Instructions: Baggage allowance will be 66 lbs. for individual baggage and 34 lbs for accompanied baggage.

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ANNEX 0 (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Situation.

a. General: Provisions of this Annex will govern all ceremonies to occur in-country and after arrival in CONUS.

b. Enemy Forces: Basic order.

c. Friendly Forces: Basic order.

2. Mission. To conduct Awards Ceremonies for battalions upon standdown; to conduct Awards and inactivation ceremonies for separate companies and detachments; to conduct Brigade Honor Guard Ceremonies prior to redeployment, and after arrival in CONUS.

3. Concept of Operations.

a. Each color bearing battalion will conduct an awards ceremony at 0900 hours on second day of standdown.

b. Each separate Company and detachment will conduct an Awards and Inactivation Ceremony at 0900 hours on the second day of standdown unless otherwise directed.

c. A Brigade Honor Guard Farewell Ceremony will be conducted at Di An on a date TBA.

d. A Brigade Honor Guard Departure Ceremony will be conducted at Bien Hoa AFB on 12 Oct 1970.

e. A Brigade Honor Guard Arrival Ceremony will be conducted at McCord AFB on 12 Oct 1970.

f. A Brigade Inactivation Ceremony will be conducted at Ft Lewis, Washington on a date TBA.

4. Coordinating Instructions: Project officers for all ceremonies are Cpt Howard and Cpt Little, S-3 Plans.

- APPENDICES:
1. Battalion Awards Ceremonies.
  2. Separate Unit Ceremonies.
  3. Brigade Honor Guard Farewell Ceremony.
  4. Brigade Honor Guard Departure Ceremony.
  5. Brigade Honor Guard Arrival Ceremony.
  6. Brigade Inactivation Ceremony.

Acknowledge:

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APPENDIX 1 (Battalion Awards Ceremonies) to ANNEX O (Ceremonies) to 3d Bde  
9th Inf Div OPOWD 183-70

1. The purpose of this Appendix is to establish responsibilities and tasks for the conduct of Awards Ceremonies at Di An and Bearcat.

2. General.

a. The ceremonies will be held on the paved area across 1st Div Rd in front of the Bde Hqs at Di An and in the 2-47 Inf motor pool at Bearcat. Ceremonies will be conducted at 0900 hrs on the 2d day of Unit Standdown.

b. Rehearsals for the ceremony will be conducted two hours prior to specified time for the ceremony. (TAB A).

c. Participating Personnel will include:

- (1) Commander of Troops (COT) and four-officer staff.
- (2) Color Guard.
- (3) Troop Unit Commanders.
- (4) Persons to be decorated.

d. All battalion personnel will participate in ceremony.

3. Responsibilities.

a. Battalion Commanders, 2-47 Inf (M), 2-60 Inf, 5-60 Inf, 6-31 Inf, 2-4 Fa, and 99th CSSB.

- (1) Insure that troop units are present for rehearsal and ceremony.
- (2) Provide COT and four-officer staff.
- (3) Provide necessary color bearers and color guards.
- (4) Provide VN National Color, US National Color and Battalion Color.
- (5) Provide VIF and guest seating.

(6) Insure that persons to be decorated are present for ceremony and rehearsal in correct uniform; read orders authorizing awards; and have awards on hand for presentation.

b. Provost Marshal:

(1) Block traffic in vicinity of ceremony from 10 minutes before ceremony until completion.

(2) Coordinate with military police at Bearcat for traffic control during 2-47 Inf (M) ceremony.

c. Bde S-3: Assist coordination and execution of ceremony.

APPENDIX 1 (Battalion Awards Ceremonies) to ANNEX O (Ceremonies) to 3d Bde  
9th Inf Div OPORE 183-70

d. Bde Sig Off:

- (1) Provide public address system with back up for rehearsals and ceremony.
- (2) Provide photographic coverage of ceremony.

4. (U) Coordinating Instructions.

a. Uniform will be jungle fatigues, jungle boots, stripped pistol belts, steel helmets with green camouflage covers and camouflage bands.

b. Commander of troops, staff, and company commanders will be armed with .45 cal pistols. Platoon Leaders and troop unit personnel will be armed with M-16 rifles. Color bearers will be unarmed. Color guards will be armed with M-14 rifles.

c. Artillery batteries will be included in supported infantry battalion awards ceremony except as noted in TAB A to Appendix 1.

d. Only awards for Valor will be presented by reviewing officer at ceremony.

e. Ceremony Schedule: TAB A.

f. Sequence of Events: TAB B.

g. Formation: TAB C.

h. 2-47 Inf (M) Formation: TAB D.

TAB A (Battalion Awards Ceremony Schedule) to Appendix 1 (Battalion Awards Ceremonies) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

5-60 Inf and A/2-4 FA	021600 Sep 70	Di An
6-31 Inf and C and D/2-4 FA	090900 Sep 70	Di An
*2-47 Inf (M)	160900 Sep 70	Bearcat
2-60 Inf	230900 Sep 70	Di An
99th CSSB	290900 Sep 70	Di An

\*Note: HHB and B/2-4 FA ceremony will be at Di An on a date and time as directed by CO, 2-4 FA.

TAB B (Sequence of Events) to Appendix 1 (Battalion Awards Ceremony) to ANNEX O (Ceremonies) to 3d Ede, 9th Inf Div OPORD 183-70

1. 0850 hrs: The band, troops, COT and staff are in position on the Parade Field at parade rest. The band plays appropriate music.

2. 0855 hrs: Presentation of Colors.

a. The COT brings staff to attention and faces the troops. COT commands, "BATTALION, ATTENTION, PRESENT ARMS." COT and Staff present arms.

b. Colors come onto field and take position.

c. COT and staff "order arms" and COT commands "ORDER ARMS, PARADE REST," faces the reviewing stand and comes to parade rest with his staff.

3. 0859 hrs: Music stops. Guests are seated.

4. 0900 hrs: Honors.

a. The reviewing party approaches the reviewing stand.

b. The COT and staff come to attention, COT faces about and commands, "BATTALION, ATTENTION, PRESENT ARMS."

c. The COT faces reviewing stand and presents arms with staff when the reviewing party is in position on the reviewing stand. COT reports, "SIR, THE BATTALION IS FORMED."

d. COT commands "ORDER ARMS", "PARADE REST."

5. Inspection.

a. Reviewing Party dismounts reviewing stand and approaches COT.

b. As reviewing party approaches, COT salutes reviewing officer. Reviewing officer marches on COT's left. Host or CSM marches behind COT with second member of reviewing party on his left. If there is to be a two-man reviewing party, the host marches to right of COT and reviewing officer to the left of COT.

c. As COT and reviewing party approach band, band leader salutes. Reviewing party salutes only when passing the colors.

d. As reviewing party approaches troop units, company commanders, in turn, command, "COMPANY, ATTENTION," and "EYES RIGHT." Company Commanders and platoon leaders salute. Troop unit personnel track reviewing party with eyes until reviewing party is directly ahead. When reviewing party passes, company commander commands "ORDER ARMS".

e. When reviewing party reaches end of inspection, COT halts and salutes reviewing officer. Host then leads reviewing party back to reviewing stand. COT returns to Post.

TAB B (Sequence of Events) to Appendix 1 (Battalion Awards Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70

6. Presentation of the Command.

a. When the reviewing party has returned to reviewing stand, COT commands, "COLORS AND PERSONS TO BE DECORATED CENTER, MARCH." Staff executes right face and marches to right a sufficient distance to provide clearance for colors, halts and faces left. On command "CENTER" persons to be decorated execute right face. On command "MARCH" personnel execute column left march forward 10 steps, column right, halt centered on reviewing stand and execute right face.

b. COT takes his post five steps in front of leading element (colors are in a single rank five steps behind persons to be decorated.)

c. COT commands (over shoulder), "COLORS AND PERSONS TO BE DECORATED, FORWARD MARCH." Band plays appropriate music. COT commands, "DETACHMENT, HALT" when six steps in front of reviewing stand. All ranks will maintain five-step interval between ranks.

d. COT salutes reviewing officer and reports, "SIR, THE COLORS AND PERSONS TO BE DECORATED ARE PRESENT."

e. Reviewing officer returns salute and directs, "PRESENT THE COMMAND."

f. COT moves around right of colors and assumes position in front of and centered on staff.

g. COT commands, "PRESENT ARMS," faces reviewing stand and presents arms with staff.

h. Band plays RVN and US National Anthems.

i. COT and staff order arms, COT faces troops and commands "ORDER ARMS."

7. Awards.

a. Reviewing party moves forward to present decorations. When the Adjutant has read the order authorizing the decoration, the reviewing officer pins on the decoration(s).

b. Reviewing party returns to reviewing stand.

c. COT commands, "COLORS, REVERSE" and "FORWARD, MARCH." Persons decorated execute left face, column right, forward 10 steps, column left and assume position to right of reviewing stand.

d. COT and staff execute left face and return to original position.

e. When colors are in position, COT commands, "PARADE REST," COT faces reviewing stand and comes to parade rest with his staff.



TAB B (Sequence of Events) to Appendix 1 (Battalion Awards Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORT 183-70

f. Members of reviewing party make appropriate remarks. On completion of remarks, COT brings staff to attention, faces about and commands, "BATTALION, ATTENTION "

8. Conclusion.

a. COT faces reviewing stand salutes and reports, "SIR, THIS CONCLUDES THE CEREMONY."

b. Band plays "The Army Song".

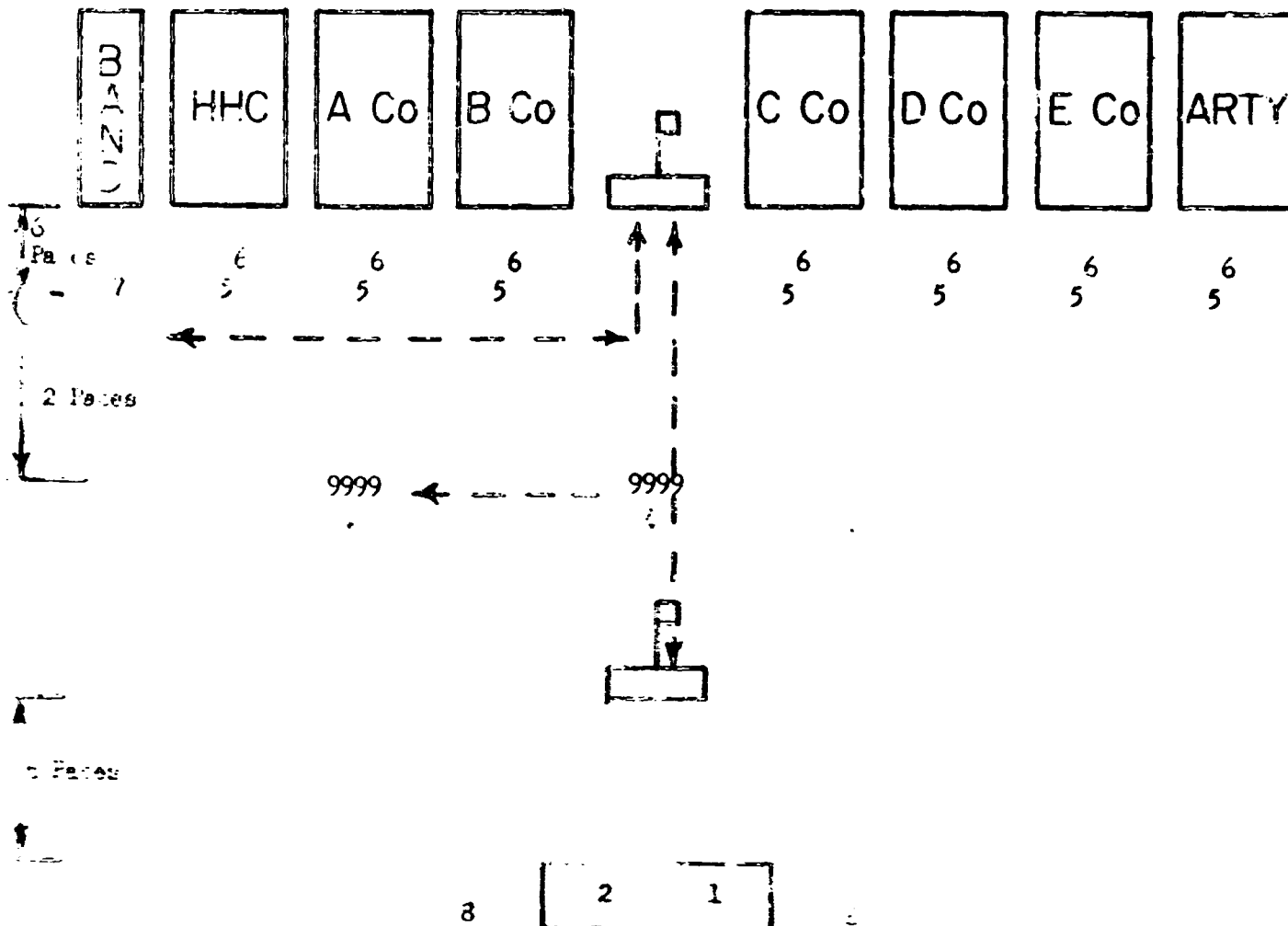
c. Reviewing party departs reviewing stand.

d. COT faces troops and commands, "PRESENT ARMS." COT and staff present arms.

e. Colors march from the field.

f. COT and staff order arms, COT commands, "ORDER ARMS. ALL COMPS IN CHARGE OF YOUR COMPANIES."

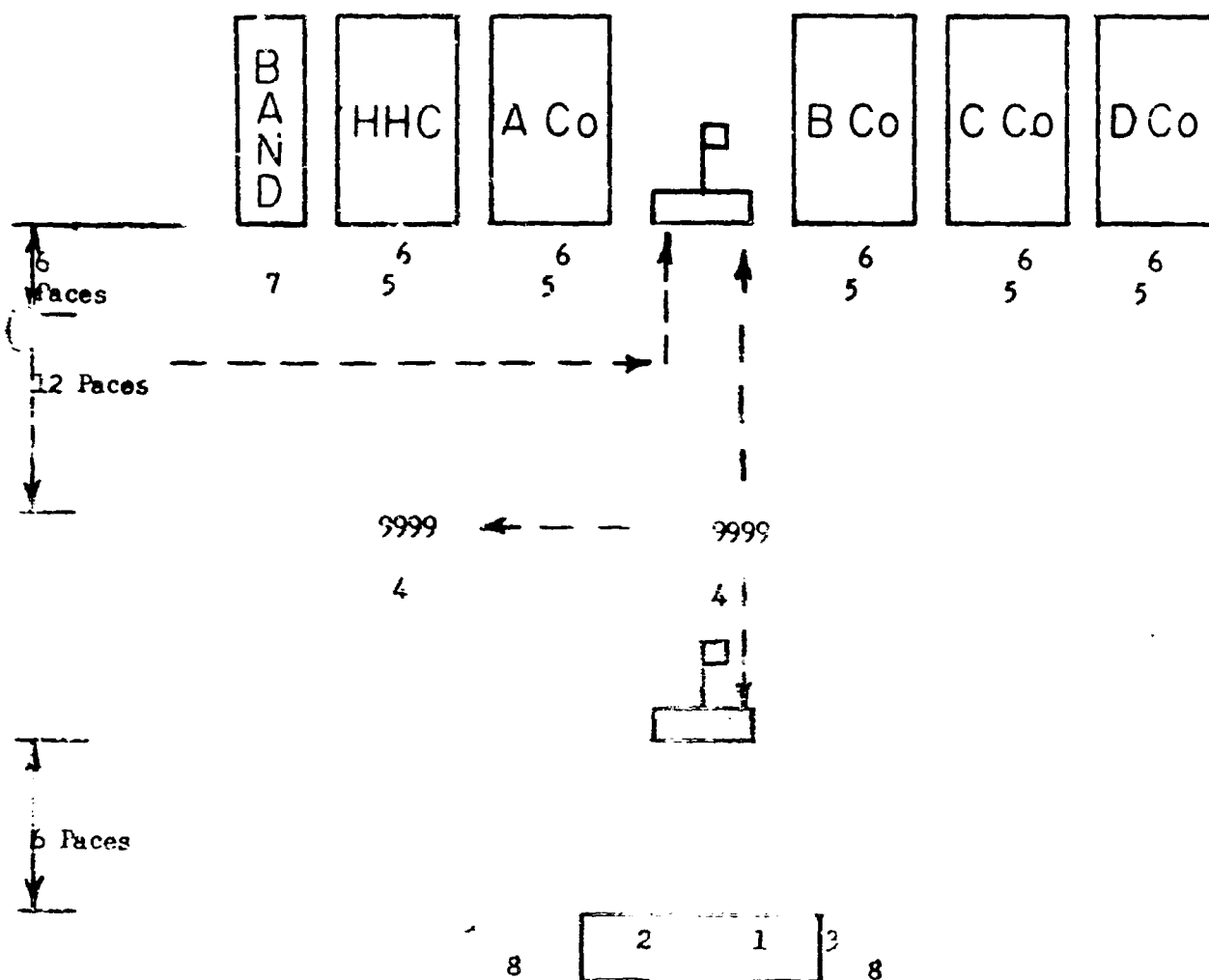
TAB C (Formation) to Appendix 1 (Battalion Awards Ceremony) to ANNEX O  
(Ceremonies) to 1d Bde, 9th Inf Div OPORD 183-70



- ( RO
- < CO
- > CSM
- > COT
- 5 Company Commanders
- 6 Company Guidons
- 7 Bandmaster
- 8 Persons to be decorated
- 9 Staff members

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TAB D (2-47 Inf (M) Formation) to Appendix 1 (Battalion Awards Ceremony) to  
ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70



- RO 5 Company Commanders
- CO 6 Company Guidons
- 3 CSM 7 Bandmaster
- 4 COT 8 Persons to be decorated
- 9 Staff members

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APPENDIX 2 (Separate Unit Awards and Inactivation Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70

1. Purpose. The purpose of this Appendix is to establish tasks and responsibilities for the conduct of separate unit inactivation ceremonies at Di An.

2. General.

a. The ceremonies will be held on the paved area across 1st Div road in front of the Bde Hqs at Di An on dates and times designated. (TAB A).

b. Final rehearsal for the ceremony will be conducted two (2) hours prior to specified time for the ceremony. (TAB A).

c. Participating personnel will include.

(1) Unit commanders.

(2) Ceremony unit commander if more than one unit present.

(3) Unit NCOIC.

(4) Unit Guidon.

(5) Persons to be decorated.

d. If more than one unit participates in the ceremony the senior unit commander will command the ceremony formation.

e. All unit personnel will participate in the ceremony.

3. Responsibilities.

a. Unit commander or commander of ceremony formation: Insure that personnel are present for rehearsal and ceremony.

b. Bde S-1.

(1) Insure persons to be decorated are present for rehearsal and ceremony in correct uniform, read orders authorizing awards and have awards on hand for presentation.

(2) Read orders authorizing unit inactivation.

c. Bde S-3.

(1) Assist coordination and execution of ceremony.

(2) Provide VIP and guest seating.

d. Bde Sig Off. Make provisions for:

APPENDIX 2 (Separate Unit Awards and Inactivation Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

- (1) Public address system with back up for rehearsal and ceremony.
- (2) Photographic coverage of ceremony.

4. Coordinating Instructions.

a. Uniform will be jungle fatigues, jungle boots, stripped pistol belts, steel helmet with green camouflage covers and camouflage bands. (E/75 Inf (Rgr) will wear black berets).

b. Unit commander or commander of ceremony formation will be armed with a .45 cal pistol. Troop unit personnel will be armed with M-16 rifles.

c. Only Awards for Valor will be presented by the reviewing officer at the ceremony.

d. Schedule of ceremonies: TAB A.

e. Sequence of Events: TAB B.

f. Formation: TAB C.

TAB A (Schedule of Ceremonies) to Appendix 2 (Separate Unit Awards and Inactivation Ceremonies) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

39th Cav (ACV)	021100H Sep 1970
45th Inf Plat (SD)	(joint ceremony)
65th Inf Det (CT)	
39th Chem Det	
571st Engr	180900H Sep 1970
56th Sig Co	231100H Sep 1970
276th Radar Det	(joint ceremony)
E/75th Inf (Rgr)	280900H Sep 1970
493d MI Det	300900H Sep 1970
483d MP Plat	070900H Oct 1970

TAB B (Sequence of Events) to Appendix 2 (Separate Unit Awards and Inactivation Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Troops, Guidon and Unit Commander/COT are on field at parade rest. Persons to receive awards are positioned to left of reviewing stand.
2. Reviewing party approaches reviewing stand.
3. Commander faces troops and commands "ATTENTION, PRESENT ARMS," faces about and presents arms.
4. Reviewing officer returns salute.
5. Commander orders arms and commands "ORDER ARMS."
6. Commander salutes, reports "SIR, THE (COMPANY) (DETACHMENT) (COMMAND) IS PRESENT."
7. Reviewing officer commands "PRESENT THE COMMAND."
8. Commander faces troops and commands "PRESENT ARMS," faces about and presents arms.
9. Reviewing officer returns salute.
10. Commander orders arms, faces about and commands "ORDER ARMS."
11. Commander faces about and directs "PERSONS TO BE DECORATED, CENTER, MARCH" on command "CENTER" persons to be decorated execute right face; on command "MARCH" personnel execute column left, march forward 10 steps, execute column right; halt centered on reviewing stand, and executes right face.
12. Reviewing officer dismounts reviewing stand and assumes position in front of first person to be decorated.
13. S-1 representative reads order authorizing awards and reviewing officer pins on decoration.
14. Upon completion of decorations, reviewing officer returns to reviewing stand. Persons decorated execute left face, column right, column left and assume position to right of reviewing stand.
15. S-1 representative reads inactivation order.
16. Commander faces troops, commands "PARADE REST," faces about and executes parade rest.
17. Reviewing officer addresses unit.
18. Upon completion of remarks by reviewing officer, commander comes to attention, faces troops and commands "ATTENTION," faces about, salutes and reports "SIR, THAT COMPLETES THE CEREMONY."

TAB B (Sequence of Events) to Appendix 2 (Separate Unit Awards and Inactivation Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

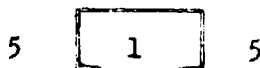
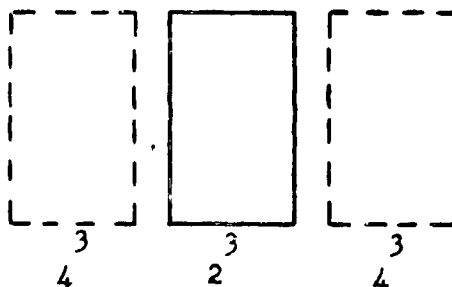
19 Reviewing officer returns salute and departs.

20. If more than one unit is participating in the ceremony, commander of ceremony formation directs "COMMANDERS TAKE CHARGE OF YOUR UNITS."

21. Troops depart from field.



TAB C (Formation) to Appendix 2 (Separate Unit Awards and Inactivation Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70



- 1 RO (Bde CO)
- 2 Senior Unit Commander
- 3 Guidon Bearers
- 4 Unit Commanders
- 5 Persons to be decorated

I-0-2-0-1

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APPENDIX 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O  
(Ceremonies) to 3d Bde, 9th Inf Div OPCODE 183-70

1. Purpose: The purpose of this appendix is to establish tasks and responsibilities for the conduct of the 3d Brigade, 9th Infantry Division Honor Guard Ceremony at Di An.
2. General.
  - a. The ceremony will be held on the paved area across 1st Div Road in front of the Bde Hqs at Di An on a date and time TBA.
  - b. Rehearsals for the ceremony will be conducted as directed by the commander of the Honor Guard.
3. Responsibilities.
  - a. Commander of Honor Guard:
    - (1) Insure that all personnel are present for rehearsal and ceremony.
    - (2) Provide COT and four Officer staff.
    - (3) Provide necessary Color Bearers and Color Guards.
    - (4) Provide VN National Color, US National Color and Brigade Color.
    - (5) Provide VIP seating
  - b. Provost Marshal: Block traffic in vicinity of ceremony from 30 minutes before ceremony and until completion.
  - c. S-1:
    - (1) During ceremony, S-1 representative will read orders authorizing awards and movement order and insure that awards are on hand for presentation
    - (2) Coordinate with GVN officials for presentation of VN unit awards.
  - d. S-3: Coordination and execution of ceremony.
  - e. Bde Sig Off: Make provisions for:
    - (1) Public address system with back-up for rehearsals and ceremony.
    - (2) Photographic coverage of ceremony.
4. (C) Coordinating Instructions.
  - a. Uniform will be jungle fatigues, jungle boots, pistol belts, steel helmets with green camouflage covers and camouflage bands.

APPENDIX 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O  
(Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

b. COT, staff and honor detachment commanders will be armed with .45 cal pistols. Troop unit personnel and color bearers will be unarmed. Color Guards will be armed with M14 rifles.

c. Schedule.

(1) Rehearsals: As determined by Honor Guard CO.

(2) Ceremony: As determined by Honor Guard CO.

d. Sequence of Events: TAB A.

e. Formation: TAB B.

TABS: A - Sequence of Events.  
B - Formation.

TAB A (Sequence of Events) to Appendix 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. H-15 minutes: Troops are in position on field under control of troop unit commander as band plays appropriate music.
2. H-10 COT assumes position 36 steps in front of troops. Staff (minus adjutant) assumes positions 2 steps to the rear of COT.
3. Adjutant assumes position 3 steps to the left and 6 inches in front of band.
4. Presentation of Colors:
  - a. COT commands "HONOR GUARD, ATTENTION, PRESENT ARMS." COT and staff present arms.
  - b. Massed colors come onto field and assume position in front of and centered on COT.
  - c. COT and staff order arms and COT commands "ORDER ARMS. PARADE REST, BATTALION COLORS POST." After battalion colors have assumed new positions, COT commands, "BRIGADE COLORS, POST."
5. Formation of Honor Guard:
  - a. Adjutant assumes position 27 steps in front of and centered on and facing the colors.
  - b. Band plays Attention.
  - c. On last note of Attention, troops unit leaders face their units, command "ATTENTION" and remain facing their units.
  - d. Band plays Adjutant Call.
  - e. At last note of Adjutant Call, troop unit commanders "PRESENT ARMS," then face about and salute adjutant, holding their salute.
  - f. Adjutant, without returning salute, faces about salutes COT and reports "SIR, THE HONOR GUARD IS FORMED."
  - g. COT returns adjutant's salute and directs, "TAKE YOUR POST." Adjutant drops his salute and marches by most direct route to his position on left of staff.
  - h. COT commands, "ORDER ARMS," and "PARADE REST".
  - i. COT faces reviewing stand.
  - j. As COT faces reviewing stand, staff executes right face and two successive turns left, halting 2 steps behind and centered on the COT facing reviewing stand.

TAB A (Sequence of Events) to Appendix 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

k. When staff is in position COT and staff execute parade rest in unison.

6. Honors.

a. The reviewing party approaches the reviewing stand.

b. The COT and staff come to attention, COT faces troops and commands, "HONOR GUARD, ATTENTION, PRESENT ARMS".

c. The COT faces reviewing stand and presents arms with staff when reviewing party reaches reviewing stand.

d. Band plays Ruffles and Flourishes and General's March.

e. At last note of General's March, COT and staff order arms, COT faces troops and commands, "ORDER ARMS, PARADE REST". COT faces reviewing officer, salutes and reports, "SIR, THE HONOR GUARD IS FORMED".

7. Inspection.

a. Reviewing party dismounts reviewing stand and approaches COT.

b. As reviewing party approaches, COT salutes reviewing officer. Reviewing officer marches on COT's left. Host marches behind COT with second member of reviewing party on his left. If there is only a two man reviewing party, the host marches to the right of the COT and the reviewing officer to the left.

c. As COT and the reviewing party approach band, band leader salutes. Reviewing party salutes only when passing colors.

d. As reviewing party approaches troop units, unit commanders, in turn, command, "BATTALION, ATTENTION, EYES RIGHT". Troop unit leader salutes. Troop unit personnel track reviewing party with eyes until reviewing party is directly ahead. When reviewing party passes, troop unit leader returns to order arms.

e. When reviewing party reaches end of inspection COT halts and salutes reviewing officer. Host then leads reviewing party back to reviewing stand. COT returns to post.

8. Presentation of the Command.

a. When the reviewing party has returned to reviewing stand, COT commands "MARCH, CENTER MARCH". Staff executes right face and marches to right a sufficient distance to provide clearance for colors and left face.

b. COT takes his post five steps in front of leading element.

I-0-3-A-2

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TAB A (Sequence of Events) to Appendix 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O (Ceremonics) to 3d Bde, 9th Inf Div ORD 133-70

c. COT Commands (over shoulder), "COLORS, FORWARD, MARCH". Band plays appropriate march music, COT marches within six steps of reviewing stand and commands, "DETACHMENT, HALT".

d. COT salutes the reviewing officer and reports, "SIR, THE COLORS ARE PRESENT".

e. Reviewing officer returns salute and directs, "PRESENT THE COMMAND".

f. COT moves around right of colors and assumes position in front of and centered on staff and facing troops.

g. COT commands, "PRESENT ARMS", faces about and presents arms with staff.

h. COT and staff order arms, COT faces troops and commands, "ORDER ARMS".

#### 9. Awards.

a. Bde CO dismounts reviewing stand and assumes position in front of and centered on colors.

b. Reviewing party moves forward to present decorations to Bde CO.

c. When VN adjutant has read order authorizing award, VN reviewing officer pins on the decoration while the Brigade Adjutant General reads English translation.

d. After VN decorations have been presented the Adjutant General reads the orders authorizing the US award. Reviewing officer then pins on the decoration.

e. Upon completion of the awards presentation Bde CO moves to the left of the reviewing officer. Reviewing officer stands three steps in front of and facing the 3d Bde, 9th Inf Div color. CSM takes position one step in front of and facing the Brigade color.

f. The movement order is read by the Adjutant General, charging Bde CO with responsibility for return of colors to CONUS.

g. CSM receives Bde Color from color bearer, gives it to reviewing officer who gives it to the Bde CO who gives it to CSM who returns color to color bearer.

h. Reviewing party returns to reviewing stand.

i. COT commands, "BATTALION COLORS, REVERSE, FORWARD MARCH". After battalion colors return to original positions COT commands "BRIGADE COLORS REVERSE, FORWARD MARCH".

j. COT and staff execute left face and return to original position.

k. When colors are in position, COT commands, "PARADE REST". COT faces reviewing stand and color to parade rest with staff.

TAB A (Sequence of Events) to Appendix 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Members of reviewing party address the Honor Guard. On completion of remarks, COT brings staff to attention, faces troops and commands, "HONOR GUARD ATTENTION".

10. Conclusion.

a. COT faces reviewing stand and salutes and reports, "SIR, THIS CONCLUDES THE CEREMONY".

b. Band plays "The Army Song".

c. Reviewing party departs reviewing stand.

d. COT faces colors and commands, "PRESENT ARMS" directs "COLORS DISMISSED" and comes to present arms with staff.

e. Colors depart from field.

f. COT and staff order arms, COT commands "ORDER ARMS".

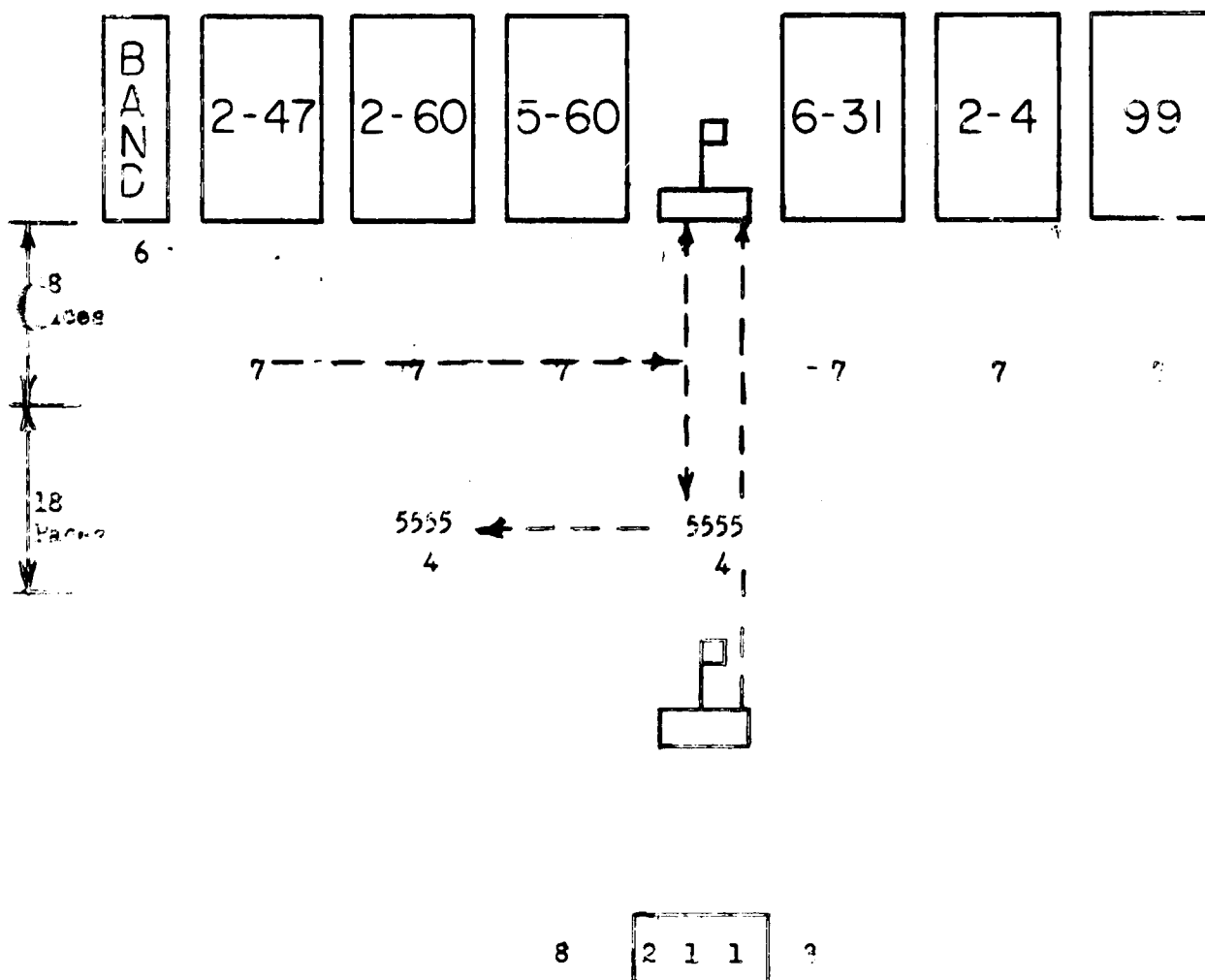
g. Adjutant assumes position in front of troops and facing COT.

h. COT directs Adjutant to take charge of honor guard, Adjutant salutes and COT and staff depart.

i. Adjutant directs troop leaders to take charge of their units and march them from the field.

I-O-3- A-4

TAB B (Formation) to Appendix 3 (3d Bde, 9th Inf Div Honor Guard Farewell Ceremony) to ANNEX O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70



- |       |                         |
|-------|-------------------------|
| 1 RO  | 5 Staff                 |
| 2 CO  | 6 Bandmaster            |
| 3 SGM | 7 Detachment Commanders |
| 4 COT | 8 Adjutant General      |

I- 0-4- Bm1

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APPENDIX 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to ANNEX O  
(Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Purpose The purpose of this appendix is to establish tasks and responsibilities for the conduct of the 3d Brigade, 9th Infantry Division Honor Guard departure ceremony at Bien Hoa AFB on 12 Oct 1970.

2. General.

a. The ceremony will be held at Bien Hoa, AFB on 12 Oct 1970.

b. Rehearsals will be conducted as directed by the Commander of the Honor Guard.

3. Responsibilities.

a. Commander of the Honor Guard:

(1) Insure that all personnel are present for rehearsals and ceremony.

(2) Provide COT and four officer staff.

(3) Provide necessary color guard and color bearers.

(4) Provide VN National color, US National color and Brigade color.

b. S-3: Coordination and execution of ceremony and arrangement of VIP seating.

c. Bde Sig Off: Make provisions for;

(1) Public address system and back up for rehearsals and ceremony.

(2) Photographic coverage of ceremony.

4. (C) Coordinating Instructions.

a. Uniform will be jungle fatigues, jungle boots, stripped pistol belts, steel helmet with green camouflage cover and retaining bands.

b. Commander of troops, staff, and honor detachment commanders will be armed with .45 cal pistols. Troop unit personnel and color bearers will be unarmed. Color guards will be armed with M-14 rifles.

c. Sequence of Events: TAB A

d. Formation: TAB B

1. (Sequence of Events) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70.

1 H-15 minutes: Troops are in position on field under control of troop unit commander as band plays appropriate music.

2 H-10 COT assumes position 36 steps in front of troops. Staff (minus adjutant) assumes position 2 steps to the rear of COT.

3 Adjutant assumes position 3 steps to the left and 6 inches in front of band

4 Presentation of Colors:

a COT commands "HONOR GUARD, ATTENTION", "PRESENT ARMS". COT and staff present arms.

b Massed colors come onto field and assume position in front of and centered on COT.

c COT and staff order arms and COT commands "ORDER ARMS", "BATTALION COLORS POST". After battalion colors have assumed new positions, COT commands "BRIGADE COLORS, POST",

d After the colors have assumed their position on line the COT commands "PARADE REST".

5 Formation of the Honor Guard:

a Adjutant assumes position 27 steps in front of, centered on, and facing the colors.

b Band plays Attention.

c On the last note of Attention, troop unit leaders face their units, command, "ATTENTION" and remain facing their units.

d Band plays Adjutant's Call.

e At last note of Adjutant's Call, troop unit leaders command, "PRESENT ARMS", then face about and salute adjutant holding their salute.

TAB A (Sequence of Events) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

f. Adjutant without returning salute faces about salutes COT and reports "SIR, THE HONOR GUARD IS FORMED".

g. COT returns adjutant salute and directs, "TAKE YOUR POST". Adjutant drops his salute and marches by most direct route to his position on left of staff.

h. COT commands "ORDER ARMS, and "PARADE REST".

i. COT faces reviewing stand.

j. As COT faces reviewing stand, staff executes right face and two successive turns left halting two steps behind and centered on the COT facing reviewing stand.

k. When staff is in position COT and staff execute parade rest in unison.

6. Honor:

a. The reviewing party approaches the reviewing stand.

b. The COT and staff come to attention, COT faces troops and commands, "ATTENTION", "PRESENT ARMS".

c. The COT faces the reviewing stand and presents arms with staff when reviewing party reaches the reviewing stand.

d. Band Plays Ruffles and Flourishes and General's March.

e. At the last note of General's March, COT and staff order arms, COT faces troops and commands "ORDER, ARMS", "PARADE REST". COT faces reviewing officer, salutes and reports, "SIR, THE HONOR GUARD IS FORMED".

7. Inspection:

a. Reviewing party dismounts reviewing stand and approaches COT.

b. As reviewing party approaches COT salutes reviewing officer. Reviewing officer marches on COT's left. Host marches behind COT with second member of reviewing party on his left. If there is only a two man reviewing party, the host marches to the right of the COT and the reviewing officer to the left.

c. As COT and the reviewing party approach band, band leader salutes. Reviewing party salutes only when passing the colors.

d. As reviewing party approaches troop units, unit commanders, in turn, command, "BATTALION, ATTENTION, EYES RIGHT". Troop unit leader salutes. Troop unit personnel track the reviewing party with eyes until the reviewing party is directly ahead. When the reviewing party passes, troop unit leader returns to order arms.

TAB A (Sequence of Events) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70.

e. When reviewing party reaches end of inspection, COT halts and salutes reviewing officer. Host then leads reviewing party back to the reviewing stand. COT returns to post.

#### 8. Presentation of Command:

a. When the reviewing party has returned to reviewing stand, COT commands "COLORS, CENTER, MARCH." Staff executes right face and marches to right a sufficient distance to provide clearance for colors and left face.

b. COT takes his post five steps in front of leading element.

c. COT commands (over shoulder) "COLORS, FORWARD, MARCH." Band plays appropriate music. COT marches within six steps of reviewing stand and commands "DETACHMENT HALT."

d. Reviewing officer returns salute and directs, "PRESENT THE COMMAND."

e. COT moves around right of colors and assumes position in front of and centered on staff and facing troops.

f. COT commands, "PRESENT ARMS," faces about and presents arms with staff.

g. COT and staff order arms, COT faces troops and commands "ORDER ARMS".

#### 9. Turnover of VN colors.

a. VN officer assumes position 4 steps in front of US color guard and centered on and facing VN color. VN color guard assumes position 2 steps to the rear of officer.

b. SGM assumes position 2 steps in front of and facing VN color.

c. COT assumes position 3 steps in front of and facing VN color.

d. SGM receives the VN color from the US color bearer, faces about and gives it to the COT, who faces about and gives it to VN officer, who faces about and gives it to the VN color bearer.

e. After color has been secured, VN color guard (without command) returns to his original position.

f. SGM and COT return to their original positions.

g. COT commands, "BATTALION COLORS, REVERSE, FORWARD MARCH". After battalion colors have returned to original positions COT commands "BRIGADE COLORS REVERSE, FORWARD MARCH".

h. COT and staff execute left face and return to original position.

TAB A (Sequence of Events) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPCRD 183-70

i. When colors are in position, COT commands, "PARADE REST". COT faces reviewing stand and comes to parade rest with staff.

j. Members of reviewing party address the Honor Guard. On completion of remarks, COT brings staff to attention, faces troops and commands, "HONOR GUARD ATTENTION".

10. Conclusion:

a. COT faces reviewing stand, salutes and reports, "SIR, THIS CONCLUDES THE CEREMONY".

b. Band plays "The Army Song".

c. Reviewing party departs reviewing stand.

d. COT faces colors and commands "COLORS, CENTER MARCH" staff executes right face and two successive left turns halting two steps behind and centered on the COT. Colors halt 10 steps in front of COT.

e. COT commands "PRESENT, ARMS". COT and staff present arms in unison; COT and staff then order arms. COT commands "ORDER ARMS".

f. COT commands "COLOR GUARDS, SLING ARMS". Color guards assume sling arms position and remove color cases from pistol belt of color bearers. COT commands "POST" the color guards march forward (oblique) four steps and execute about face. COT directs "CASE THE COLORS". Color guards furl and case the colors. COT commands "POST", color guards return to original positions, adjust slings and return to right shoulder arms. Color bearers return colors to carry position.

g. COT directs "COLORS DISMISSED".

h. Colors reverse march and depart the field.

i. Adjutant assumes position 18 steps in front of troops and facing COT.

j. COT directs Adjutant to take charge of honor guard, Adjutant salutes and COT and staff depart.

k. Adjutant directs troop leaders to take charge of their units and march them from the field.

11. Boarding of aircraft: Honor Guard will board aircraft in the following order:

a. 99th CSB.

b. 2-4 FA.

I-0-4-0-4

350

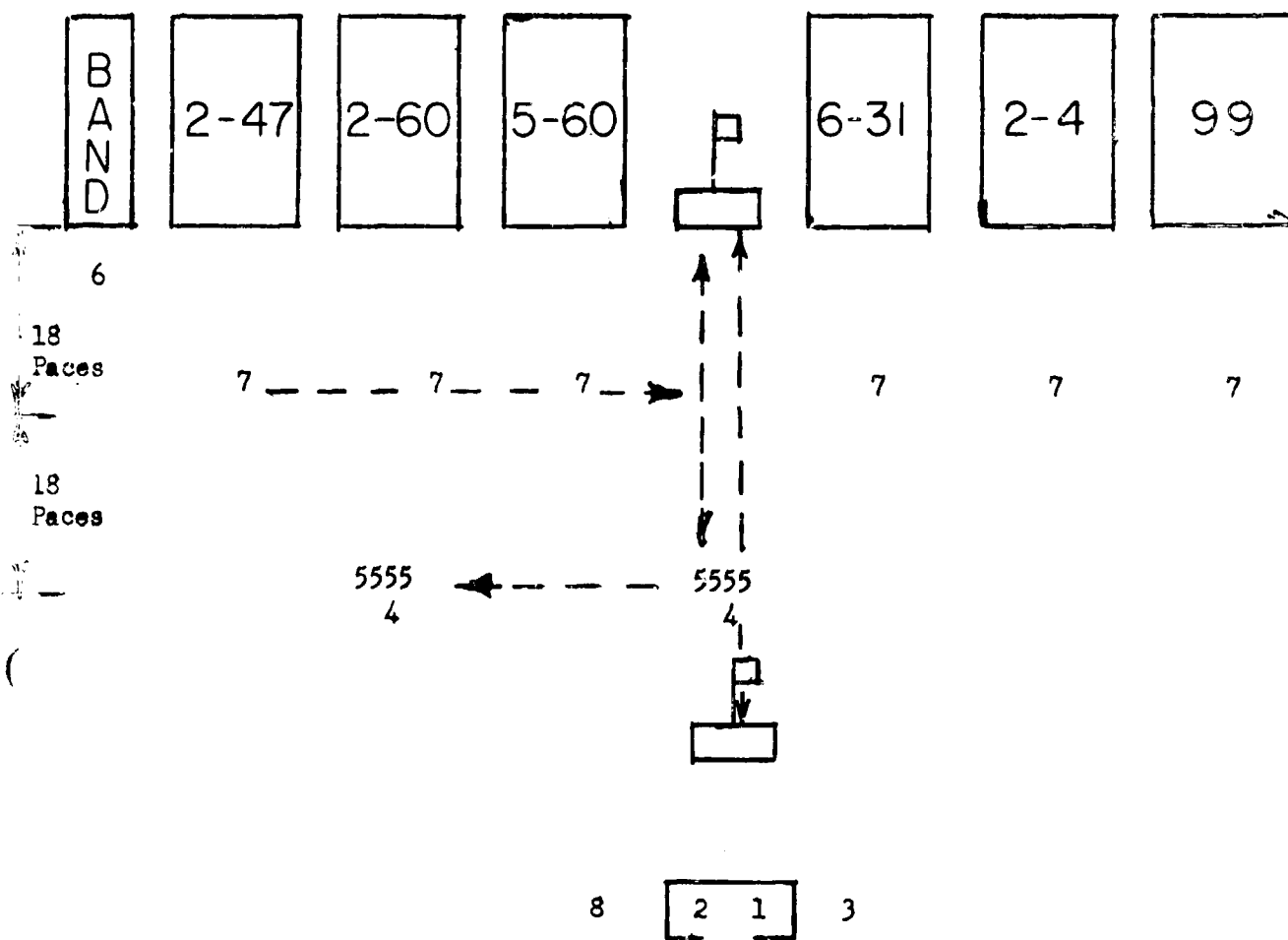
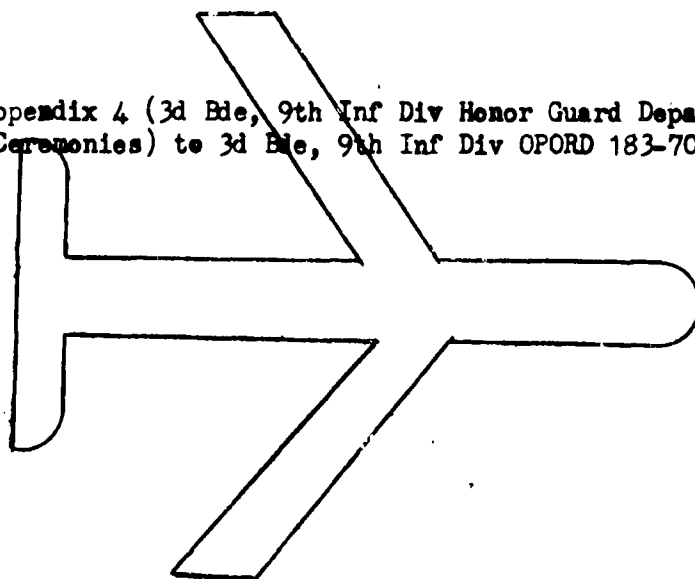
TAB A (Sequence of Events) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard  
Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

- c. 6-31 Inf.
- d. Color Guard and SGM.
- e. 5-60 Inf.
- f. 2-60 Inf.
- g. 2-47 Inf (M).
- h. Staff.
- i. COT.

I-0-4-i-5

3,57

TAB B (Formation) to Appendix 4 (3d Bde, 9th Inf Div Honor Guard Departure Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70



- |       |                         |
|-------|-------------------------|
| 1 RO  | 5 Staff                 |
| 2 CO  | 6 Bandmaster            |
| 3 SGM | 7 Detachment Commanders |
| 4 COT | 8 VN Color Guard        |

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APPENDIX 5 (3d Bde, 9th Inf Div Honor Guard Arrival Ceremony) to Annex O  
(Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Purpose. The purpose of this appendix is to establish tasks and responsibilities for the conduct of the 3d Brigade, 9th Infantry Division Honor Guard Arrival Ceremony at McCord, AFB on 12 October 1970.

2. General.

a. The ceremony will be held at McCord, AFB on 12 October 1970.

b. Rehearsals for the ceremony will be conducted as directed by the Commander of the Honor Guard.

3. Responsibilities.

a. Commander of the Honor Guard:

(1) Insure that all personnel are present for rehearsal and ceremony.

(2) Provide COT and four officer staff.

(3) Provide necessary color bearers and color guards.

(4) Provide National and brigade color.

b. Brigade Honor Guard LNO: Make provisions for:

(1) Coordination with host installation and execution of ceremony.

(2) Band.

(3) Public address system with back up for ceremony.

(4) Photographic coverage of ceremony.

c. Bde Sig Off: Make provisions for public address system with back up for rehearsal at Di An.

4. Coordinating Instructions.

a. Uniform will be jungle fatigues, jungle boots, stripped pistol belts, steel helmet with green camouflage covers and camouflage bands.

b. COT, staff, and honor detachment commanders will be armed with .45 cal pistols. Troop unit personnel and color bearers will be unarmed. Color guards will be armed with M-14 rifles.

c. Sequence of Events: TAB A.

d. Formation: TAB B.

F 0-2-1



TAB A (Sequence of Events) to Appendix 5 (3d Bde, 9th Inf Div Honor Guard Arrival Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70

1. Honor Guard will depart the aircraft in the following order:
  - a. COT.
  - b. Staff.
  - c. 2-47 Inf (M).
  - d. 2-60 Inf.
  - e. 5-60 Inf.
  - f. Color Guard (with National Color and Bde color only).
  - g. SGM.
  - h. 6-31 Inf.
  - i. 2-4 FA.
  - j. 99th CSSB.
2. Honor Guard will form outside aircraft in Honor Guard formation (TAB B).
3. COT and staff will assume position in front of, centered on and facing colors.
4. COT calls staff to attention and commands "HONOR GUARD, ATTENTION".
5. COT commands "COLOR GUARD, ATTENTION", "SLING ARMS" color guards adjust slings and assume sling arms position. COT commands "POST". The color guards march forward (oblique) four steps untie and uncase the colors. The color bearers unfurl and immediately return to colors to the carry position. Color Guards place cases in pistol belt of color bearers and assume original position at right shoulder arms.
6. COT commands "PRESENT ARMS" and COT and staff execute present arms in unison.
7. COT and staff order arms and COT commands "ORDER ARMS", "PARADE REST".
8. COT faces reviewing stand, staff executes right face, 2 successive left turns and halts 2 steps behind and centered on the COT.
9. When staff is in position, COT and staff execute parade rest in unison.
10. As reviewing party starts toward reviewing stand, COT commands "HONOR GUARD, ATTENTION" and "PRESENT ARMS". COT faces about and COT and staff come to present arms.
11. Band plays Ruffles and Flourishes and General's March.
12. At last note of General's March COT and staff order arms, COT faces about and commands "ORDER ARMS" and "PARADE REST". COT faces reviewing officer, salutes and reports, "SIR, THE HONOR GUARD IS FORMED".
13. Reviewing Officer returns salute and reviewing party dismounts reviewing stand.

TAB A (Sequence of Events) to Appendix 5 (3d Bde, 9th Inf Div Honor Guard Arrival Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPOD 183-70

14. As reviewing party approaches, COT salutes reviewing officer, reviewing officer marches to left of COT with Bde command. to right of COT.

15. As COT and reviewing party approach band, bandmaster salutes. Reviewing party salutes only when passing colors.

16. As reviewing party approaches troop units, unit commanders, in turn, command "BATTALION, ATTENTION" and "EYES RIGHT". Troop unit commanders salute. Troop unit personnel track reviewing party with eyes until reviewing party passes, troop unit commander returns to order arms.

17. When reviewing party reaches end of inspection COT halts and salutes reviewing officer. Reviewing party then returns to reviewing stand COT returns to position in front of staff.

18. COT faces troops and commands "PRESENT ARMS" faces about and comes to present arms with staff.

19. Band plays National Anthem.

20. COT and staff order arms. COT faces troops and commands, "ORDER ARMS", and "PARADE REST", faces about and comes to parade rest with staff.

21. Remarks are made by reviewing officer and Bde CO.

22. COT and staff come to attention, COT faces troops, commands, "HONOR GUARD ATTENTION" and faces about.

23. COT salutes and reports "SIR, THAT CONCLUDES THE CEREMONY".

24. Reviewing officer returns salute and reviewing party departs.

25. COT faces troops, staff reverses and COT commands, "PRESENT ARMS", and comes to present arms with staff.

26. COT and staff order arms, COT commands "ORDER ARMS".

27. COT commands "COLOR GUARDS, SLING ARMS", "POST", "CASE THE COLORS", "POST".

28. COT directs "COLORS DISMISSED".

29. Color guard executes reverse march and departs the field.

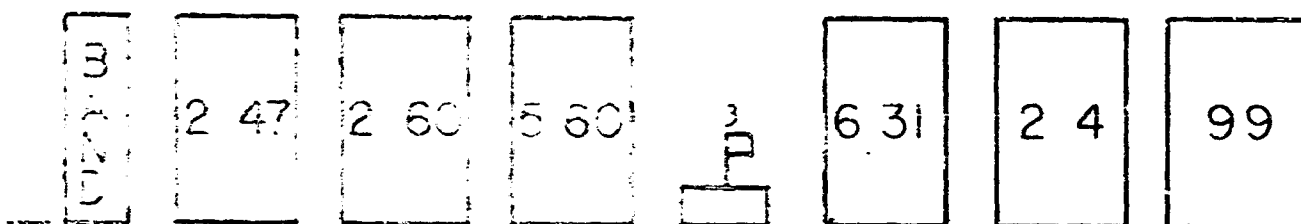
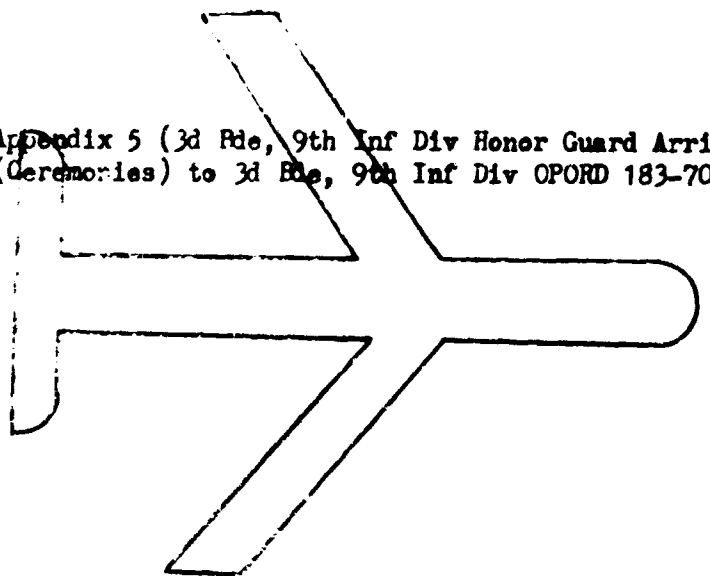
30. COT directs "TROOP UNIT LEADERS, TAKE CHARGE OF YOUR UNITS".

31. Honor Guard personnel are marched back to aircraft to secure baggage and load onto buses for movement to Fort Lewis, Washington.

L-0-5- a-2

555

TAB B (Formation) to Appendix 5 (3d Bde, 9th Inf Div Honor Guard Arrival Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70



6

18 Paces

7

7

7

7

7

7

18 Paces

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4

2 1

- 1 RO
- 2 CO
- 3 SGM
- 4 COT

- 5 Staff
- 6 Bandmaster
- 7 Detachment Commanders

L-0-5-4-1

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APPENDIX 6 (3d Bde, 9th Inf Div Honor Guard Inactivation Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. Purpose. The purpose of this appendix is to establish tasks and responsibilities for the conduct of the 3d Brigade, 9th Infantry Division Honor Guard Inactivation Ceremony at Fort Lewis, Washington on a date TBA.

2. General.

a. The ceremony will be held at Fort Lewis, Washington on a date TBA.

b. Rehearsals for the ceremony will be conducted as directed by the Commander of the Honor Guard.

3. Responsibilities.

a. Commander of the Honor Guard.

(1) Insure that all personnel are present for rehearsals and ceremonies.

(2) Provide COT and four Officer staff.

(3) Provide necessary Color Bearers and Color Guards.

(4) Provide National and Brigade Color.

b. Brigade Honor Guard LNC: Make provisions for:

(1) Coordination with host installation and execution of ceremony.

(2) Band.

(3) Public address system with back up for ceremony and rehearsals at Fort Lewis.

(4) Photographic coverage of ceremony.

c. Bde Sig Off: Make provisions for public address system with back up for rehearsal at Di An.

4. Coordinating Instructions.

a. Uniform will be jungle fatigues, jungle boots, stripped pistol belts, steel helmet with green camouflage covers and camouflage bands.

b. COT, staff and unit commanders will be armed with .45 cal pistols. Troop unit personnel and color bearers will be unarmed. Color guards will be armed with M-14 rifles.

c. Sequence of Events: TAB A.

d. Formation: TAB B.

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TAB A (Sequence of Events) to Appendix 6 (3d Bde, 9th Inf Div Honor Guard In-activation Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

1. H+15 minutes: Troops are in position on field under control of troop unit commanders as band plays appropriate music.

2. H-10 COT assumes position 36 steps in front of troops. Staff (minus Adjutant) assumes position 2 steps to the rear of COT.

3. Adjutant assumes position 3 steps to the left and 6 inches in front of band.

4. Presentation of Colors:

a. COT commands "HONOR GUARD, ATTENTION", "PRESENT ARMS". COT and staff present arms

b. Massed colors come onto field and assume position in front of and centered on COT.

c. COT and staff order arms and COT commands "ORDER ARMS", "BATTALION COLORS POST". After battalion colors have assumed new positions, COT commands "BRIGADE COLORS POST".

d. After the colors have returned to their position on line the COT commands "PARADE REST".

5. Formation of Honor Guard:

a. Adjutant assumes position 27 steps in front of and centered on and facing the colors

b. Band plays Attention

c. On last note of Attention troops unit leaders face their units, command "ATTENTION" and remain facing their units

d. Band plays Adjutant's Call

e. At last note of Adjutant's Call troop unit leaders command "PRESENT ARMS" then face about and salute Adjutant holding their salute.

f. Adjutant without returning salute, faces about, salutes COT and reports "SIR, THE HONOR GUARD IS FORMED"

g. COT returns Adjutant's salute and directs, "TAKE YOUR POST". Adjutant drops his salute and marches by most direct route to his position on left of staff

h. COT commands "ORDER ARMS", and "PARADE REST".

i. COT faces reviewing stand

TAB A (Sequence of Events) to Appendix 6 (3d Bde, 9th Inf Div Honor Guard Inactivation Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

j. As COT faces reviewing stand, staff executes right face and two successive turns left halting two steps behind and centered on the COT facing reviewing stand.

k. When staff is in position and COT and staff execute parade rest in unison.

6 Honors:

a. The reviewing party approaches the reviewing stand.

b. The COT and staff come to attention, COT faces troops and commands "HONOR GUARD, ATTENTION", "PRESENT ARMS".

c. The COT faces reviewing stand and presents arms with staff when reviewing party reaches reviewing stand.

d. Band plays Ruffles and Flourishes and General's March.

e. At last note of General's March, COT and staff order arms, COT faces troops and commands, "ORDER ARMS", "PARADE REST". COT faces Reviewing Officer, salutes and reports, "SIR, THE HONOR GUARD IS FORMED".

7 Inspection:

a. Reviewing party dismounts reviewing stand and approaches COT.

b. As reviewing party approaches, COT salutes reviewing officer. Reviewing officer marches on COT's left. Host marches behind COT with second member of reviewing party on his left. If there is only a two man reviewing party, the host marches to the right of the COT and the reviewing officer to the left.

c. As COT and the reviewing party approach band, band leader salutes. Reviewing party salutes only when passing the colors.

d. As reviewing party approaches troop units, unit commanders, in turn, command "BATTALION, ATTENTION, EYES RIGHT". Troop unit leader salutes. Troop unit personnel track reviewing party with eyes until reviewing party is directly ahead. When reviewing party passes, troop unit leader returns to order arms.

e. When reviewing party reaches end of inspection COT halts and salutes reviewing officer. Host then leads reviewing party back to reviewing stand. COT returns to post.

8. Presentation of the Command:

a. When the reviewing party has returned to reviewing stand, COT commands, "COLORS, CENTER MARCH". Staff executes right face and marches to right a sufficient distance to provide clearance for colors and left face.

TAB A (Sequence of Events) to Appendix 6 (3d Bde, 9th Inf Div Honor Guard Inactivation Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

- b. COT takes his post five steps in front of leading element.
- c. COT commands (over shoulder), "COLORS, FORWARD MARCH". Band plays appropriate music. COT marches within six steps of reviewing stand and commands "DETACHMENT HALT".
- d. COT salutes the Reviewing Officer and reports, "SIR, THE COLORS ARE PRESENT".
- e. Reviewing Officer returns salute and directs, "PRESENT THE COMMAND".
- f. COT moves around right of colors and assumes position in front of and centered on staff and facing troops.
- g. COT commands, "PRESENT ARMS", faces about and presents arms with staff.
- h. Band plays National Anthem.
- i. COT and staff order arms, COT faces troops and commands "ORDER ARMS", "PARADE REST". COT and staff execute parade rest in unison.

9. Inactivation:

- a. Reviewing party dismounts reviewing stand and assumes position 3 steps in front of colors with Bde CO 3 steps in front of and facing the Brigade Color. SGM removes color case from color bearer, assumes position in front and facing the Brigade Color.
- b. Troop unit commanders and senior EM from each troop unit move to position in front of and facing their respective unit colors. Senior EM will remove color case from color bearer prior to assuming position 1 step in front of the color bearer. Troop unit commanders assume position 3 steps in front of unit colors.
- c. The SGM removes Brigade Color and senior EM remove their respective unit color from the color bearers sling and face about.
- d. The narrator reads the inactivation order.
- e. Upon completion of the reading, the SGM and senior EM present unit colors to Bde and unit commanders. SGM and senior EM then step backward. Bde commander and unit commanders lower and rotate the colors to allow SGM and senior EM to case unit colors.
- f. Upon completion of casing SGM and senior EM step forward and accept colors from commanders.
- g. The reviewing party faces about and returns to reviewing stand.

TAB A (Sequence of Events) to Appendix 6 (3d Bde, 9th Inf Div Honor Guard Inactivation Ceremony) to Annex C (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70

h. Troop unit commanders move back to original position in front of troop unit.

i. SGM and senior EM, with cased colors, move to position in rear of color guard.

j. COT commands "BATTALION COLOR GUARD, REVERSE", "FORWARD MARCH". After battalion color guards have returned to original position COT commands "BRIGADE COLOR GUARD, REVERSE," "FORWARD MARCH".

k. COT and staff execute left face and return to original position.

l. When colors are in position, COT commands "PARADE REST". COT faces reviewing stand and comes to parade rest.

m. Members of reviewing party address the honor guard. On completion of remarks, COT brings staff to attention faces troops and commands, "HONOR GUARD, ATTENTION".

10. Conclusion:

a. COT faces reviewing stand, salutes and reports, "SIR, THAT CONCLUDES THE CEREMONY".

b. Band plays "The Army Song".

c. Reviewing party departs reviewing stand.

d. COT faces colors and commands "PRESENT ARMS" directs "COLORS DISMISSED" and comes to present arms with staff.

e. Colors depart from field.

f. COT and staff order arms. COT commands "ORDER ARMS".

g. Adjutant assumes position 18 steps in front of troops and facing COT.

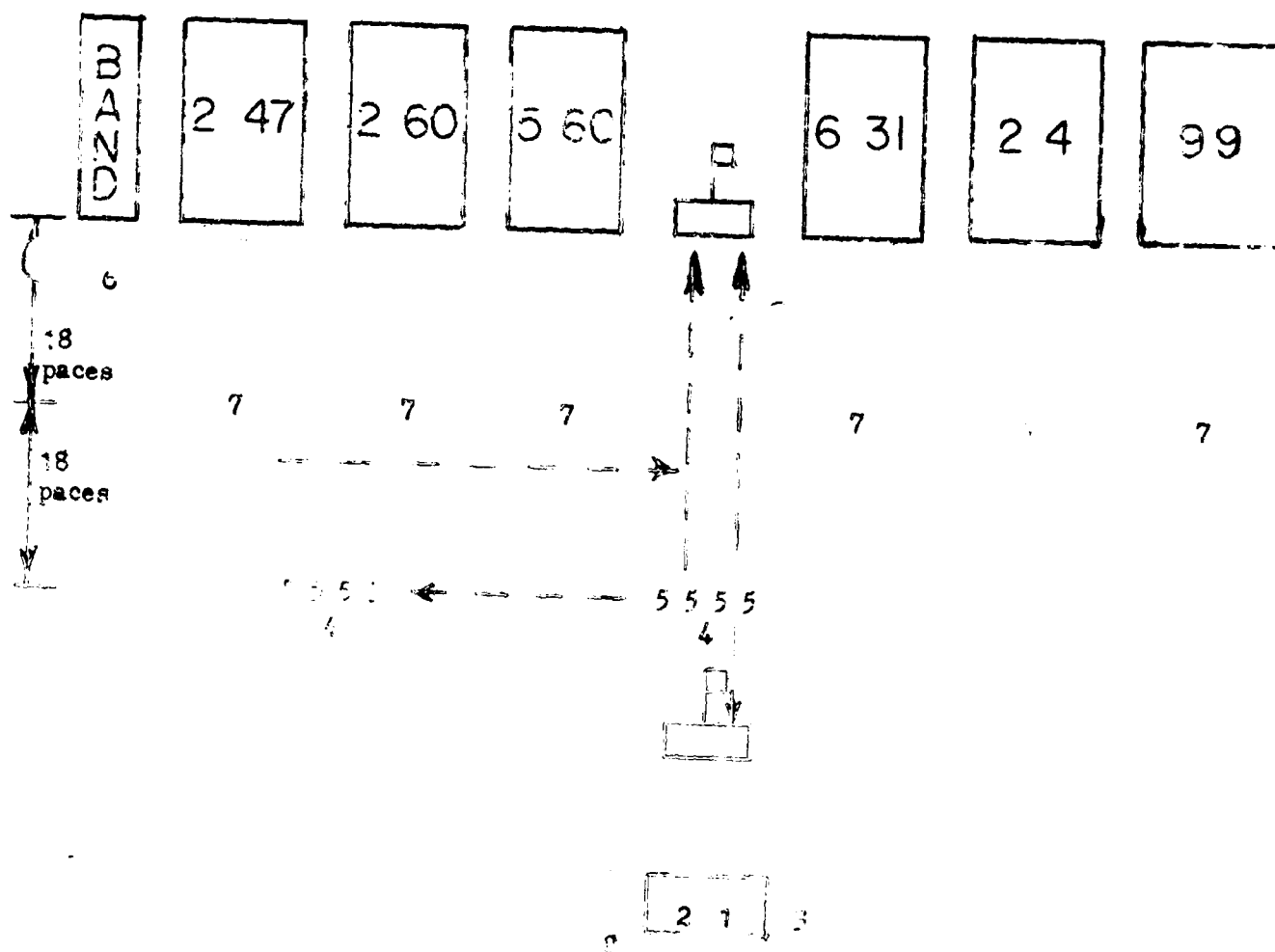
h. COT directs adjutant to take charge of Honor Guard, adjutant salutes and COT and staff depart.

i. Adjutant directs troop unit leaders to take charge of their units and march them from the field.

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TAB B (Formation) to Appendix 6 (3d Bde, 9th Inf Div Honor Guard Inactivation Ceremony) to Annex O (Ceremonies) to 3d Bde, 9th Inf Div OPORD 183-70



- 1 RO      5 Staff  
 2 CO      6 Bandmaster  
 3 SGM    7 Detachment Commanders  
 4 COT    8 Adjutant General

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Annex P (Distribution) to 3d Bde, 9th Inf Div OPORD 183-70

<u>Command/Staff</u>	<u>Copies</u>	<u>Copy Number</u>
CG, USARV	2	1-2
CG, II FFORCEV	2	3-4
CG, USASUPCOM, Sgn	2	5-6
CG, 25th Inf Div	2	7-8
CO, USAICCV	1	9
CO, 2-47 Inf (M)	3	10-12
CO, 2-60 Inf	3	13-15
CO, 5-60 Inf	3	16-18
CO, 6-31 Inf	3	19-21
CO, E/75th Inf (Rgr)	1	22
CO, 45 Inf; 65 Inf	1	23
CO, 39th Cav (ACV)	1	24
CO, 2-4 FA	3	25-27
CO, 571st Engr	1	28
CO, 56th Sig	1	29
CO, 99th CSSB	5	30-34
CO, 19th MH Det	1	35
CO, 19th PIO	1	36
CO, 39th Chem Det	1	37
CO, 276 Radar Det	1	38
CO, 483d MP Plat	1	39
CO, 493d MI Det	1	40
CO, HHC, 3d Bde, 9th Inf Div	1	41
S-1	5	42-46
S-2	1	47
S-3	10	48-57
S-4	2	58-59
S-5	1	60

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ANNEX J (Relocation) to the 3d Brigade, 9th Infantry Division KEYSTONE ROBIN  
After Action Report.

1. Purpose: To provide information on the concept and execution of the relocation of Headquarters, 3d Brigade, 9th Infantry Division from Tan An to Di An, RVN.

2. General: With the announced redeployment/inactivation of the 3d Brigade, 9th Infantry Division and the decision to standdown the Brigade at Di An, plans were developed to move the headquarters from Tan An to Di An and turn-over the Tan An facilities to GVN forces. The initial planning called for a turn-over by 17 September, but this date was subsequently changed to 15 September. The major factors that effected the move were the turn-in of post, camp and station property, proper sanitizing and clearing of buildings and the movement of the advance parties to Di An on schedule.

3. Concept of Operations:

a. The concept for relocation was to move all the brigade staff sections and tenant units of Tan An Base Camp to Di An in accordance with the detailed plan at Appendix 1. This plan provided for the continued security of Tan An Base Camp after the departure of the brigade headquarters elements and until turnover of the camp to GVN forces.

b. The initial planning involved the determination of the dates for advance parties to move to Di An and the establishment of necessary support facilities to prepare Di An as the standdown location. Further planning established the necessary transportation requirements based on the amount of equipment and property each staff section and tenant unit was moving.

4. Evaluation: The success and smooth execution of the move was a direct result of the detailed planning and the proper supervision of the execution by commanders and staff officers of the brigade. It should be noted that a similar planning scheme was utilized for the evacuation of each base camp; this plan for Tan An Main is provided as an example. In retrospect, the key point is to make up a detailed evacuation schedule for personnel and equipment and then to monitor execution closely. This takes the thinking out of the problem once a sound plan is developed.

Appendix - 1 - OPORD 9-70 3d Bde, 9th Inf Div

Appendix 1 (OPORD 9-70 3d Bde, 9th Inf Div) to Annex J (Relocation) to 3d Bde, 9th Inf Div KENSTONE ROBIN After Action Report

Reference: Map Vietnam, 1:100,000 Sheets 6330, 6331, 6431, 6430 Tan An Main Base Camp Tenant Units and Staff Sections:

Co E, 75th Inf (Rgr)	Bde S-5
2-4 FA	Bde Surgeon
56th Sig Co	SJA
19th MH Det	Bde Chaplain
19th PI Det	Bde Sig Off
483d MP Platoon	Hq Cmdt
HHC, 3d Bde, 9th Inf Div	Inspector General
Bde S-1	American Red Cross
Bde S-2	PMO
Bde S-3	
Bde S-4	

1. Situation:

- a. Enemy Forces: See current INTSUM.
- b. Friendly Forces: See OPORD 183-70.
- c. Attachments and Detachments:
  - (1) 303d RRU
    - (a) Detached O/A 9 Sep 70; released to parent unit.
    - (b) Clear assigned facilities at Tan An Main 8 Sep 70.
  - (2) TACP, 3d Bde, 9th Inf Div.
    - (a) Detached O/A 23 Sep 70; released to parent unit.
    - (b) Clear assigned facilities at Tan An Main of 7 Sep 70.
  - (c) Establish liaison with TOC at Di An NLT 080800H Sep 70.

OPORD 9-70 Jd Bde, 9th Inf Div

2. Mission: Tenant units Tan An Main Base Camp move 15 Aug - 17 Sep 70 to standdown location at Di An.

3. Execution:

a. Concept of Operations: Tan An tenant units move by motor to Di An in accordance with the movement schedule (Annex A) and march tables (Appendix 1 to Annex A) over route as indicated by Appendix 2 (Strip Map) to Annex A (Movement Schedule).

b. Co E, 75th Inf (Rgr):

(1) Revert to OPCON of Headquarters Commandant upon departure of the Brigade Command Group on 8 Sep 70.

(2) Provide the ready reaction force for the Tan An Main security force during the period 8-17 Sep 70 unless sooner relieved.

(3) Coordinate transportation requirements necessary to transport personnel and equipment to Di An upon completion of RRF mission. (Annex A).

(4) Move to Di An to commence standdown per OPORD 183-70.

c. 2-4 FA:

(1) Displace to the standdown location at Di An in accordance with OPORD 183-70.

(2) Provide this headquarters with a movement plan five days prior to the scheduled departure from Tan An Main.

(3) Provide one officer and 21 EM to man bunkers #26, 28, 32, 36 and 38 during the period 24 Aug - 17 Sep 70.

(4) Upon departure to Di An of the CO, HHB 2-4 FA, the one officer and 21 EM revert to OPCON of the OIC, Physical Security Element, TAM.

(5) Insure that the security element is adequately equipped and armed to perform it's mission. Provide the OIC and each bunker with an AN/PRC-25 radio.

(6) Maintain illumination capability (81mm mortar).

(7) Coordinate transportation for personnel and equipment to Di An upon completion of mission.

d. 56th Sig Co:

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OPORD 9-70 3d Bde, 9th Inf Div

- e. 19th MH Det:
- f. 19th PI Det:
- g. 483d MP Plat:
- h. HHC, 3d Bde, 9th Inf Div:
  - (1) Provide service as presently tasked; messing facilities; pick-up and delivery of mail until all personnel depart Tan An Main O/A 17 Sep 70.
  - (2) Provide personnel from the Security Platoon to man bunkers #4, 6, 14, 9, 17, 19, and 42 during the period 1-17 Sep 70.
  - (3) Provide transportation for movement of personnel and equipment from Tan An to Di An to include transportation for the Security Platoon O/A 17 Sep 70.
  - (4) Arrange for EM billeting at Di An.
- i. Bde S-1:
- j. Bde S-2: Coordinate with the Headquarters Commandant to insure all facilities at Tan An Main are sanitized prior to turnover to GVN officials.
- k. Bde S-3:
  - (1) Monitor convoy movement from Tan An to Di An to include logging of SP, CP and RP times.
  - (2) Insure AC is airborne over convoy to provide radio relay.
  - (3) Establish a jump CP at Di An consisting of S-2, S-3, artillery and TACP elements to be operational NLT 6 Sep 70.
- l. S-4:
- m. S-5:
- n. Bde Surgeon: Provide medical services until all personnel depart Tan An Main O/A 17 Sep 70.
- o. SJA:
- p. Bde Chaplain: Provide religious services until all personnel depart Tan An Main on 17 Sep 70.
- q. Bde Sig Off: Insure that the Security Forces are provided with the necessary equipment and procedures to coordinate for supporting fires and other combat and combat service support through Long An Sector Advisor TOC.

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OPORD 9-70 3d Bde, 9th Inf Div

r. Hq Cmdt:

- (1) Accomplish all necessary actions to turnover Tan An Main to GVN officials O/A 17 Sep 70.
- (2) Coordinate with Brigade S-4 and PA&E for the movement of the two house trailers located at Tan An Main to Di An.
- (3) Schedule and supervise the clearing of buildings and facilities through coordination with Brigade S-2 and PA&E
- (4) Coordinate the movement of the Brigade CP to Di An on 8 Sep 70.
- (5) Coordinate with the Brigade Executive Officer and the Brigade S-1 to insure that an officer is assigned as the Assistant Headquarters Commandant effective O/A 5 Sep 70.
- (6) Assume responsibilities for the physical security of Tan An Main until turnover to GVN officials O/A 17 Sep 70.
- (7) Coordinate with the Brigade S-1 to insure that the strength of the Security Platoon is maintained at 35 EM.

s. Assistant Hq Cmdt:

- (1) Maintain close and continuous coordination with PA&E representative concerning matters pertaining to the turnover of Tan An Main.
- (2) Establish and maintain communications with Long An Sector Advisor TOC during period 8-17 Sep 70.

t. IG:

u. American Red Cross:

v. Provost Marshal:

- (1) Provide one officer and 20 EM to secure and protect Tan An Main facilities during the period 8-17 Sep 70.
- (2) On departure of the Brigade PMO the military police element will revert to OPCON of the Hq Cmdt.
- (3) Provide transportation for personnel and equipment to Di An upon completion of security mission.

w. Coordinating Instructions:

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OPORD 9-70 3d Bde, 9th Inf Div

(1) Annex A (Movement Schedule) designates movement dates and convoy organization of movement of tenant units.

(2) Convoy Commanders will submit a completed copy of Appendix 1 (March Table) to Annex A (Movement Schedule) to the S-3 NLT 3 days prior to movement.

(3) Convoys will maintain contact with the Brigade TOC and will report arrival and clearance of CP's enroute, SP and RP.

(4) Rate of march 25 MPH/40 KMPH.

(5) Each convoy commander will coordinate with Brigade S-4 to insure convoy route clearance.

(6) Annex B designates the movement dates for staff sections advance parties and main bodies.

(7) Annex C designates dates for the turn-in of PCS property by staff sections.

(8) Annex D designates the OIC of each building or facility and the date he or his designated representative must be available for final clearance by the Headquarters Commandant, PA&E and the Brigade S-2 representative.

(9) Annex E designates staff area within the headquarters building at Di An.

(10) Annex F designates location, by building number, of billeting for EM at Di An.

(11) Convoy Commanders will coordinate with 99th CSSB for trail party to accompany convoy.

(12) During the period 8-17 Sep 70 the security force will coordinate for artillery fires, gunships, illumination and Medevac through Long An Sector Advisor TOC.

(13) Upon completion of security mission all security force personnel will insure the removal of all weapons, ammo, and explosives in their respective areas and assigned bunkers.

4. Service Support: OPORD 183-70.

5. Command and Signal:

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OPORD 9-70 3d Bde, 9th Inf Div

- a. Signal: Movement frequency: Bde O&I Net.
- b. Command: At Tan An Main until 8 Sep; after that date at Di An.

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Annexes: A - Movement Schedule  
B - Movement Data  
C - Turn-in Data  
D - Turnover Data  
E - Staff Section Locations  
F - Billeting Accommodations

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ANNEX A (Movement Schedule) to 3d Bde, 9th Inf Div OPORD 9-70

1. This annex designates movement dates and convoy organization for movement of tenant units of Tan An Main Base Camp to Di An RVN.

2. Advance Parties

UNIT/Section	DATE/TIME	VEHICLES	CONVOY CMDR
Surgeon	10 Aug	1 - 2½	N/A
American Red Cross	15 Aug	1 - 2½, 1 - 3/4	N/A
S-4	20 Aug	2 - 2½	N/A
S-2, S-3, Sig Off	25 Aug	3 - 2½, 1 - 3/4	N/A
S-5	27 Aug	1 - 2½, 1 - 3/4	N/A
S-1, Chaplain	1 Sep	1 - 2½, 1 - 3/4	N/A
SJA	3 Sep	1 - ¼	N/A
Bde Engr	7 Sep	1 - 3/4	N/A
HHC	070800 Sep	6 - 2½, 4 - 3/4	Lt York
56th Sig	070900 Sep	10 - 2½	Lt Hand

3. MAIN BODIES

S-4	25 Aug	1 - 2½	N/A
PIO	1 Sep	1 - 2½	N/A
IG, Surg	6 Sep	1 - 2½, 1 - 3/4	N/A
SJA, Chaplain	6 Sep	2 - 2½	N/A
ARC, MH, S-5	7 Sep	2 - 2½, 2 - 3/4	N/A
HHC (-), S1, S2, S3, Sig Off	080800 Sep	10 - 2½, 6 - 3/4	Cpt Morrow
56th Sig (-)	081400 Sep	10 - 2½, 5 - 3/4	Cpt McGarvey

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E/75th (Rgr), Hq Cndt 17 Sep

5 - 2½, 1 - 3/4

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APPENDICES - 1 - March Table  
2 - Strip Map

J - 1 - A - 2

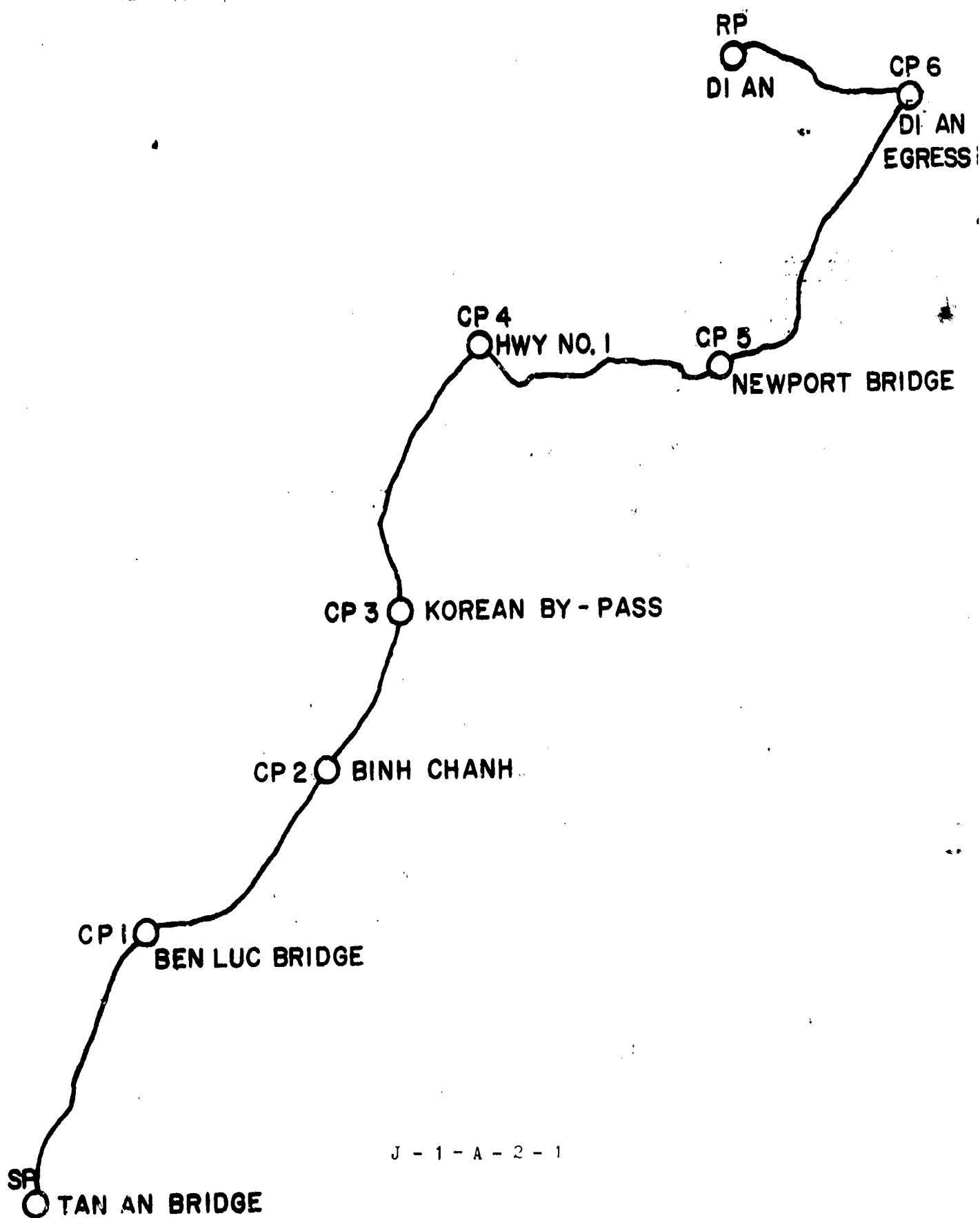
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Appendix 1 (March Table) to Annex A (Movement Schedule) to 3d Bde, 9th Inf Div  
OPORD 9-70

<u>DATE</u>	<u>CP</u>	<u>ARRIVE</u>	<u>CLEAR</u>
D-Day	SP (XS549656)	H-Hour	H + 2
	1 (XS618759)	H + 19	H + 21
	2 (XS720790)	H + 36	H + 38
	3 (XS757858)	H + 48	H + 50
	4 (XS788965)	H + 1:07	H + 1:09
	5 (XS895941)	H + 1:37	H + 1:39
	6 (XS005050)	H + 2:06	H + 2:08
	RP (XT928064)	H + 2:21	H + 2:23

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APPENDIX 2 (Strip Map) to Annex A (Movement Schedule) to 3d Bde, 9th Inf Div  
OPORD 9-70



ANNEX B (Movement Data for Staff Section's Advanced Parties and Main Bodies)  
to 3d Bde, 9th Inf Div OPORD 9-70

1. All vehicles will be loaded NLT 0700 hours on the date of movement. Section NCOIC's will coordinate with the CO, HHC 48 hours prior to scheduled movement date as to desired location of pickup of equipment and personnel. Section NCOIC's will be responsible for the loading of vehicles at Tan An and the unloading at Di An. All vehicles will be unloaded immediately upon arrival at Di An. All vehicles will be returned to Tan An NLT 1730 hours on movement date.
2. The Di An quartering party provided by the CO, HHC is responsible for insuring that all advanced parties are moved into their designated administrative areas and billets upon arrival at Di An. All Advance Party NCOIC's will report to building 4531 immediately upon arrival at Di An. The NCOIC of advanced party is responsible for insuring that the main body of his section is met and moved to their designated areas and billets.
3. All personnel will, prior to departure for Di An, turn-in bedding (cot, mattress, mattress cover, sheets, pillow, and pillow case) to HHC Supply. Upon arrival at Di An issue of bedding will be made on an individual basis.

Advanced Parties

SECT	LOADING AND MOVEMENT DATE	NO PERS	TYPE AND AMOUNT OF PCS PROPERTY AND TOE EQUIPMENT	AVAILABLE TRANSPORTATION
S-1	1 Sep	5	Field desks 5 ea, folding chairs 5 ea, type writers 2 ea, footlockers 2 ea, single drawer filing cabinet 2 ea.	1-2½ trk
S-2	25 Aug	3	Field tables 3 ea, folding chairs 3 ea, field desk 1 ea, 1 drawer filing cab- inet 1 ea, foot locker 1 ea.	1-2½ trk
S-3	25 Aug	8	Field desks 3 ea, field tables 9 ea, folding chairs 12 ea, typewriter 1 ea.	2-2½ trks
S-4	20 Aug	5	Foot lockers 2 ea, typewriters 2 ea, field tables 4 ea, folding chairs 4 ea.	2-2½ trks
S-5	27 Aug	5	Field tables 2 ea, folding chairs 2 ea, typewriters 2 ea, footlockers 4 ea.	1-2½ trk 1-3/4 trk
Gurg	10 Aug	5	1 drawer filing cabinets 5 ea, field tables 3 ea, folding chairs 3 ea, type- writer 1 ea, footlocker 2 ea.	1-2½ trk 1-3/4 trk
SJA	3 Sep	1	None	½ trk
Chap	1 Sep	2	Typewriter 1 ea, field tables 4 ea, folding chairs 6 ea, footlockers 5 ea.	1-3/4 trk
PIO	23 Aug	1	Mimeograph machine 1 ea, field tables 3 ea, table 30" X 60" 1 ea, footlocker 2 ea.	1-3/4 trk
Sig Off	25 Aug	1	Field table 1 ea, folding chair 2 ea, footlocker 2 ea.	1-3/4 trk
Bde Eng	7 Sep	2	Field tables 2 ea, folding chairs 2 ea, field safe 1 ea, footlocker 1 ea, field desk 1 ea.	1-3/4 trk
Arc	15 Aug	1	Footlockers 5 ea, filing cabinets 1 ea, 2'X2'X7' Red Cross Boxes 15 ea.	1-2½ trk

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MAIN BODY

SHIP	LOADING AND MOVEMENT DATE	NO PERS	TYPE AND AMOUNT OF PCS PROPERTY AND TOE EQUIPMENT	AVAILABLE TRANSPORTATION
S-1	8 Sep	3	Field tables 2 ea, folding chairs 2 ea, single drawer filing cabinets 2 ea, typewriters 3 ea, 1,000 lb safe 1 ea, footlockers 3 ea.	1-2½ trk
S-2	8 Sep	7	Field safe 1 ea, duplicating machine 1 ea, field tables 6 ea, folding chairs 6 ea, footlocker 1 ea, field desk 3 ea.	1-2½ trk 1-3/4 trk
S-3	8 Sep	15	1,000 lb safe 1 ea, filing cabinet 1 ea, typewriters 2 ea.	2-2½ trks
S-4	25 Aug	4	Field tables 3 ea, folding chairs 3 ea, field desk 1 ea.	1-2½ trk
S-5	7 Sep	4	Footlocker 4 ea, typewriter 1 ea, field tables 2 ea, folding chairs 2 ea.	1-2½ trk 1-3/4 trk
Surg	1 Sep	6	1,000 lb filing cabinet 1 ea, typewriter 1 ea, footlockers 5 ea, field tables 3 ea, folding chairs 3 ea.	2-2½ trks
SJA	6 Sep	5	Footlockers 8 ea, ammo boxes 9 ea, field tables 7 ea, folding chairs 6 ea, typewriters 3 ea.	1-2½ trk
Chap	6 Sep	5	Typewriter 1 ea, vestment case 1 ea.	1-2½ trk
PIO	29 Aug	6	Footlocker 1 ea, typewriter 4 ea, filing cabinet 1 ea.	1-2½ trk
Sig Off	8 Sep	2	Field table 1 ea, footlocker 2 ea.	1-3/4 trk
Cmdt	17 Sep	2	Field desk 1 ea, footlockers 2 ea.	1-3/4 trk
NH	7 Sep	4	Field tables 3 ea, folding chairs 3 ea, 1,000 lb filing cabinet 1 ea, typewriters 2 ea.	1-2½ trk
IG	1 Sep	2	Footlockers 3 ea, typewriters 1 ea, field tables 2 ea, folding chairs 4 ea.	1-3/4 trk
Arc	7 Sep	1	Footlocker 1 ea, field table 2 ea, folding chairs 2 ea.	1-3/4 trk

J - 1 - B - 3

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ANNEX C (Turn-in Data Staff Sections Post, Camp and Station Property) to 3d Bde, 9th Inf Div OPOD 9-70

All PCS property will be turned in according to the schedule below. Section NOOIC's are required to coordinate with the PBO, HHC two days prior to schedules turn-in date to determine exact time and location of pick-up.

<u>SECTION</u>	<u>DATE</u>	<u>TYPE EQUIPMENT &amp; AMOUNTS TO BE TURNED IN</u>
S4	8 Aug	Desks 8 Sectional Book Shelves 8 End Table 2 Easy Chair 1
S1	10 Aug	Desks w/chairs 7 Sectional Book Shelves 5
	5 Sep	Executive desk w/chair 1
S2	15 Aug	Desks w/chairs 5 Table large
S3	15 Aug	Desks w/ chairs 8 Tables 2
S5	10 Aug	Filing Cabinets 3 Desks w/chairs 7
SJA	1 Sep	Desks w/ chairs 8 Adding Machine 1 Typewriters 2 1,000 lb security cabinet 1 Filing Cabinet 4-dwr 2
IG	15 Aug	Desks w/chairs 2 Filing Cabinet 2 Easy Chair 2
Surg	10 Aug	Adding Machine 1 Sectional Bookcase 5 Easy Chair 2 Desks w/chair 6 Filing Cab 5-dwr 1
MH	15 Aug	Filing Cabinets (one-1000, one-300 lbs) Desks w/chairs 3
Hq Cndt	15 Aug	Security Cabinet 1,000 lbs 1 Desks w/chairs 2 Easy chair 1

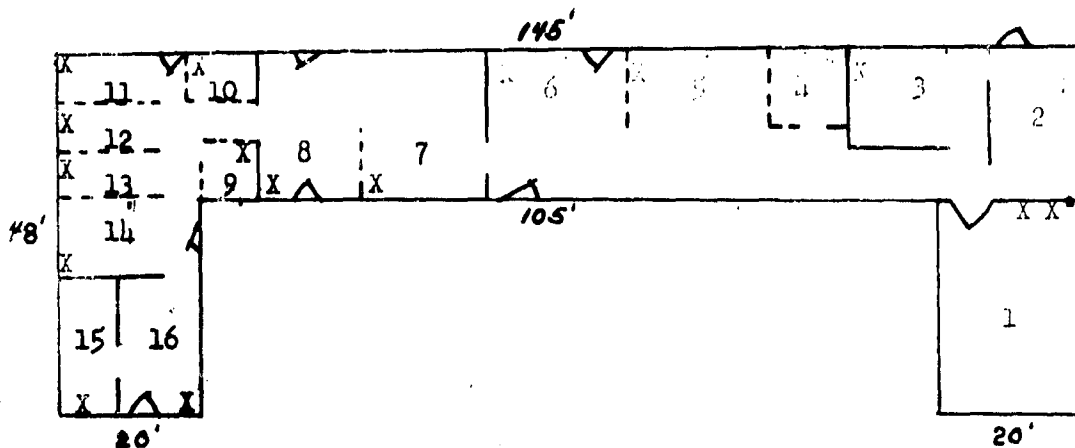
J - 1 - C - 1

<u>SECTION</u>	<u>DATE</u>	<u>TYPE EQUIPMENT &amp; AMOUNTS TO BE TURNED IN</u>
CID	14 Aug	Filing cab 2 Desks w/chair 4 Table 1
PIO	15 Aug	Turn-in PCS to Spt Bn
Chaplain	15 Aug	Desks w/chair 3 Walllockers 3 Bookcase 4 Easy chairs 4 CONEX 2 Chest of drawers 2
ARC	10 Aug	Desks w/chairs 3
Sig Off	13 Aug	Desks w/chairs 2 Security safe 1,000 lbs 1
PIO	14 Aug	Desks w/chair 4 Filing cabinets 3
Bde Eng	14 Aug	Desk w/chair 1 Map case 1 Table 1

ANNEX D (Turn over dates of buildings and facilities from staff sections to  
P&AE) to 3d Bde, 9th Inf Div OPORD 9-70

<u>PRESENT OIC</u>	<u>STAFF SECTION</u>	<u>BUILD NO</u>	<u>CLEARANCE DATE</u>
Lt Sellers	PIO	1849	29 Aug
Maj Damrill	IG	1859	1 Sep
Maj Leslie	Bde Surg	1819	1 Sep
SFC Tucker	CID	1807	5 Sep
Cpt Mulheim	SJA	1806	6 Sep
Cpt Norton	Bde Chap	1846	6 Sep
Mr Adams	ARC	1822	7 Sep
Lt Thacker	MH	1809	7 Sep
Cpt Hamlin	S5	1860	7 Sep
Maj Snowpek	S4	1850	7 Sep
Cpt Little	S3 Plans	1851	7 Sep
Lt Beato	CPO	1813	7 Sep
Cpt Allen	Sig Off	1811	3 Sep
Maj Poe	S3	1861	8 Sep
Maj Murai	S2	1861	8 Sep
Maj Moore	S1	1852	8 Sep
Maj Wheeler	Cmdt	1805	10 Sep
Lt Miks	PMO	1808	14 Sep

ANNEX E (Staff Section Locations - Di An) to 3d Bde, 9th Inf Div OPORD 9-70



LEGEND

—	Walls Existing
- - -	Portable Partitions
X	Position of Requested Phones
1	Conference Room 28'X20'
2	Bde CO 20'X16'
3	Bde DCO 13'X19'
4	Bde XO 11'6"X11'6"
5	S-1 20'X19'
6	S-4 20'X21'
7	S-2 20'X16'
8	S-3 20'X14'6"
9	Sig Officer 8'X8'
10	Mil History 7'X10'
11	PIO 7'X17'
12	Pest Cmdt 6'X15'
13	Bde Engr 6'X15'
14	S-5 11'X15'
15	IG 16'X8'
16	JAG 16'X12'
17	Bde Chaplain located in Memorial Chapel
18	PMO located with PMC 18th MP Bde
19	ARC located with Di An ARC
20	Bde Surg located with 'C' Med



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